

**Handbook**  
**of Bylaws, Policies, and Procedures**  
**of the Division 3 Neighborhood League**  
**(N3)**

**Approved by the N3 Board of Directors**

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**N3 Website**  
**[www.allprosoftware.net/N3](http://www.allprosoftware.net/N3)**



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# **N3 Bylaws**

**(Amended July 1, 2020)**

## **1.0 Mission Statement**

The mission of the Division 3 Neighborhood League (N3) is to provide residents of The Villages with a senior softball league at the Division 3 level that is neighborhood-oriented, thoughtfully structured, and well organized.

## **2.0 Board of Directors**

N3 is governed by an elected Board of Directors comprised of nine members, each serving renewable three-year terms. Three Board members are elected each year. The term of their elected Board membership begins on December 1<sup>st</sup> of the year they are elected and ends on November 30<sup>th</sup> three years later.

## **3.0 Qualifications of Board Members**

To be eligible for election to the N3 Board, candidates must be active players (including substitutes), managers, or umpires for a minimum of two of the three seasons immediately preceding their election to the Board. If a Board candidate was not a player, manager, or umpire during a season due to an illness or injury, that season does not count as one of the three preceding seasons. During tenure on the Board, a Board member must continue to be an active player, manager, or umpire in N3, except during temporary absences due to seasonal travel. If ill or injured, a Board member must still be able to perform the duties of a Board member.

## **4.0 Election of Board Members**

The election of N3 Board members is conducted at that season's softball complex, and all active N3 players (including substitutes), managers, and umpires are eligible to vote. The election is held on the third Saturday in November.

Candidates for election to the N3 Board must declare their candidacy by submitting an application to the President of the Board no later than two weeks prior to the third Saturday in November. If there are more than three candidates, a paper ballot is used. The Board President appoints two Board members who are not running for election to oversee the election process and count ballots.

## **5.0 Officers of the Board of Directors**

The officers of the N3 Board include a President, Vice President, and Secretary/Treasurer. Election of officers is conducted at the annual Board meeting held within 30 days following the Board member election. Election of officers requires a majority vote of all Board members. The term of office for each officer begins on the date of their election and ends on the date of the next annual Board meeting, a term of approximately one year.

## **6.0 Responsibilities and Duties of the Board of Directors**

The responsibilities and duties of the N3 Board of Directors include, but are not limited to:

- Overseeing the annual election of Board members and Board officers
- Identifying a Board member (usually the President of the Board) as the league's official contact person in all dealings with The Villages Recreation Department
- Promoting continued growth of "the neighborhood concept" as a central feature of N3
- Periodically reviewing and updating N3 Bylaws, policies, and procedures
- Periodically reviewing and updating N3 playing rules
- Approving N3 teams, team rosters, and divisions each season
- Monitoring the strength of team rosters each season and recommending or requiring actions like mergers that will remedy the lack of strong rosters throughout the league
- Developing each season's game schedule, including scoring and announcing duties
- Implementing procedures and timelines for managing each week's games, including scheduling Sub Duty Volunteers, Board Openers, Board Closers
- Overseeing recruitment, training, and scheduling of umpires
- Maintaining a current database of roster players, sub-only players, and lottery players
- Maintaining effective communication with all N3 managers, umpires, and other league volunteers
- Maintaining an informative N3 website.

## **7.0 Vacancies on the Board**

If a Board member cannot complete an elected term of office, the first runner-up during the most recent election is asked to fill the vacancy. If there is no runner-up, the vacancy will be filled at the next annual election of Board members, and the individual elected will serve for the balance of the unexpired term.

## **8.0 Amendment of These Bylaws**

Amendment of these N3 Bylaws requires a two-thirds vote of all Board members.

## **N3 Policies for Teams, Managers, and Players**

(Revised July 1, 2020)

### **1.0 Organization and Approval of Teams and Team Rosters in N3**

- 1.1 Guided by the specific **Procedures and Timelines for Developing and Approving N3 Teams, Team Rosters, Division Alignment, and Game Schedules Each Season**, the Division 3 Neighborhood League (N3) Roster Rules Committee of the N3 Board of Directors (which consists of the N3 Coordinator of Teams and Team Rosters and two other Board members) is responsible for working collaboratively with team managers as they organize their teams, identify players, and comply with league policies and rules regarding team composition. (Either the N3 Coordinator of Teams and Team Rosters or one of the other two Board members on the Committee chairs the N3 Roster Rules Committee.)
- 1.2 In order for a player to participate in an N3 season, he must have completed the Villages' three-step softball evaluation process, and he must submit a completed *N3 Player Application/Release Agreement* for the season in which he wishes to play. On his application, the player must indicate whether or not he is able and committed to play at least 50% of a team's games that season. (See **Section 2.0 Requirements and Assignment of Players in N3**.)
- 1.3 In order for a team to participate in an N3 season, its manager must submit to the Coordinator of Teams and Team Rosters a completed ***Team Application Packet for the Next N3 Season***, including both a *Team Summary Form* and *N3 Player Application/Release Agreements* for all roster players, no later than six weeks prior to the first games of the new season. At least 12 of the players on the team's roster must have indicated on their applications for the season that they are committed to play at least 50% of the team's games that season.
- 1.4 No later than five weeks prior to the first scheduled games of a new season, the N3 Roster Rules Committee will recommend the season's N3 teams and team rosters to the N3 Board for its approval. The N3 Board will approve the new season's teams and team rosters no later than four weeks prior to the first scheduled games of the new season. Teams and team rosters are approved in December for the Winter Season, April for the Summer Season, and August for the Fall Season.
- 1.5 Because N3 emphasizes "the neighborhood concept," teams are organized either as "stand-alone Village teams" (if a Village has at least 12 resident or grandfathered players on the team) or as "merged Village teams" (if it is necessary to combine two or more Village teams in order for the team to have at least 12 resident or grandfathered players). In addition, as indicated in Subsection 1.3 above, whether playing as a "stand-alone Village team" or as a "merged Village team," at least 12 of the players on the team's roster must have indicated on their *N3 Player Application/Release Agreements* for the season that they are committed to play at least 50% of the team's games that season.
- 1.6 For the betterment of the entire N3 league, and to ensure that all teams have strong rosters that minimize the need for subs and avoid forfeits, the Board has the authority to refuse team

roster submissions and insist that teams be merged for the next season. The following policies guide **team mergers**:

- 1.6.1 The maximum number of Villages that can merge into a single team is three.
- 1.6.2 In addition, team mergers require at least three resident players from each of the merging Villages who are committed to play at least 50% of the merged team's games during the new season.
- 1.6.3 If an existing merged team must be disbanded because one of the merged teams has fewer than three resident players who are committed to play at least 50% of the merged team's games, the affected players can remain on the merged team as "grandfathered players" (subject to the limitation that no team can have more than 4 "grandfathered" players during a season).
- 1.7 Before a manager begins to develop his team roster, he should carefully review both **Sections 1.0 and 2.0** of this policy document, which deal with team organization and approval and player requirements and assignment, and the related document entitled **Procedures and Timelines for Developing and Approving N3 Teams, Team Rosters, Division Alignment, and Game Schedules Each Season**.

Then, as the manager of either a "stand-alone Village team" or a "merged Village team" develops his team roster, the core players on that roster will be **resident Division 3 players** who reside in the "stand-alone Village" or "merged Villages" and who have signed up to play on his team for at least 50% of the team's games that season. In addition, to round out his team, the manager can also include **(1) other resident Division 3 players** who cannot commit to play 50% of the team's games; **(2) players who have been "grandfathered"** on his team; and **(3) regular roster players in Rec 4 who are qualified to "play up" on an N3 team and whom the manager wants on his team**.

**1.7.1 To be approved as an N3 team, a proposed team must meet the following four requirements:**

- (1) There must be at least 12 resident or "grandfathered" players on the team's roster**
- (2) There cannot be more than four "grandfathered" players on the team's roster**
- (3) Any regular roster players in Rec 4 included on the team's roster must have met all the requirements for "playing up" in N3 on that particular team (See these requirements in Section 3.0: Division Level Crossover Play.)**
- (4) And, most important, at least 12 of the resident or "grandfathered" players on the team's roster must have committed on their *N3 Player Application/Release Agreements* for that season that they will play at least 50% of the team's games during the season.**

1.7.2 The following specific policies relate to **resident Division 3 players** on a team:

- (1) If a team has less than 14 resident Division 3 players and additional Division 3 players who reside in the team's "stand-alone" or "merged" Villages have signed up to play in N3, the team manager must select enough of these additional resident players to bring his team roster to a total of at least 14 resident Division 3 players.

- (2) Resident Division 3 players who change their primary resident Village have four options: They can remain with their current team as “grandfathered players” (subject to the limitation that no team can have more than 4 “grandfathered” players during a season); they can apply to play for the N3 team that represents their new resident Village if the Village has an N3 team; or they can choose to play as an N3 Sub-Only Player or as an N3 lottery player.

1.7.3 The following specific policies relate to “**grandfathered players**” on a team:

- (1) A team may not have more than 4 “grandfathered players.”
- (2) A player who is “grandfathered” on an existing team can remain on that team indefinitely (including during seasons when the team on which he is “grandfathered” chooses not to field a team) until one of following occurs:
  - The player is asked by the team’s manager to leave the team because it now has too many resident Division 3 players to accommodate the “grandfathered” non-resident player.
  - Or the player decides of his own volition to leave the team in order to do one of the following:
    - He decides to play as a “resident player” on the N3 team that represents his new resident Village (or “merged” Villages)
    - He decides to enter the N3 Lottery System and play as a lottery player
    - He decides to play as an N3 Sub-Only Player
    - He decides to play as a roster player or sub in any other Neighborhood League (N1, N2, N4, or N5).
- (3) “Grandfathered” players” who change their primary resident Village have four options: They can remain with their current team as “grandfathered players” (subject to the limitation that no team can have more than 4 “grandfathered” players during a season); they can apply to play for the N3 team that represents their new resident Village if the Village has an N3 team; or they can choose to play as an N3 Sub-Only Player or as an N3 lottery player.
- (4) Once a “grandfathered” player leaves a team, his “grandfather” status ends.

1.7.4 For specific policies related to **regular roster players in Rec 4 who are qualified to “play up” on an N3 team**, see **Section 3.0: Division Level Crossover Play**.

1.8 Team managers need to be alert to the following additional policies when organizing an N3 team:

- 1.8.1 At any time, a manager can ask any player on his roster who does not regularly play in Rec 3 as a roster player or as a sub to be re-evaluated in order to ensure his ability and his safety when playing N3 ball.

1.8.2 Beyond the policies described above, there is no limit on the number of players a team manager can carry on his approved N3 team roster.

- (1) For instance, he can add to his team roster additional Division 3 or qualified Division 4 players who reside in his team's Village (or "merged" Villages).
- (2) Or working with the Coordinator of Teams and Team Rosters, a team manager can request that one N3 lottery player be assigned randomly to his team for the season by means of the N3 Lottery System. This assignment can be requested before a season begins or during a season, but only one lottery player can be assigned to a team each season. This lottery player does not count toward the minimum 12 roster players that a manager must include on his roster, nor does the lottery player count among the minimum 12 roster players who must have committed to play at least 50% of the team's games that season.

At the end of the season, a lottery player can remain on his assigned team as a "grandfathered player" (subject to the limitation that no team can have more than 4 "grandfathered" players during a season) or he can return to the N3 Lottery System for the next season.

1.8.3 Since there is no limit on the number of players a team manager can carry on his N3 team roster, it is incumbent upon the manager to have enough roster players committed to play at least 50% of a team's games during a season that the team will not require multiple subs each week or forfeit games on a recurring basis. Keeping track of individual player attendance will not be a responsibility of the N3 Board. Rather, this is strictly a team manager's responsibility.

1.8.4 At the same time, for the betterment of the league, the Board will monitor and record the number of team forfeits and subs needed by each team each week. At its discretion, the Board will consult with managers of teams that do not seem to be adequately rostered, and it will recommend or require actions like mergers that will remedy the lack of a strong roster.

1.9 Prior to the start of each season, a team manager must identify both the roster player who will be the team's **Designated Pitcher** that season and any other roster players who are **Certified N3 Pitchers**.

1.9.1 To be a team's Designated Pitcher for a season, a player must first be a Certified N3 Pitcher by satisfying at least one of the following three conditions:

- (1) Be an experienced Rec 3 or N3 pitcher
- (2) Be a Certified Rec 3 Pitcher

(See the *Division 3/Rec 3 Rules and Regulations* for a description of the procedures used in Rec 3 to "certify" pitchers. A player who wants to become a Certified Rec 3 Pitcher should contact the Division 3 Board President.)

(3) Be a Certified N3 Pitcher

(N3 has specific **Procedures for Certifying Pitchers in N3**. A player who wants to become a Certified N3 Pitcher should contact the N3 Coordinator of Teams and Team Rosters.)

- 1.9.2 At any time prior to or during an N3 game, a team manager can replace the team's Designated Pitcher with another roster player who is a Certified N3 Pitcher.
- 1.9.3 A manager cannot get a sub pitcher for a game if the team's Designated Pitcher is in the lineup for that game.
- 1.9.4 If a team does not have a Designated Pitcher or if its Designated Pitcher leaves the team, the team manager can ask the N3 Coordinator of Teams and Team Rosters to identify a Certified N3 Pitcher who is also an N3 Lottery Player and who can be randomly assigned by means of the N3 Lottery System to serve as the team's Designated Pitcher for the rest of the season.
- 1.9.5 If there are no Certified N3 Pitchers in the N3 Lottery System, the manager must request a sub pitcher each game until a Certified N3 Pitcher enters the N3 Lottery System and can be randomly assigned to the team. If there are not enough qualified pitchers to meet sub pitcher needs each week (especially in the summer), the N3 Coordinator of Teams and Team Rosters can modify the N3 Lottery System procedures to meet these sub pitcher needs each week.
- 1.10 Prior to the start of each season, a team manager must identify at least one (ideally two) players on the team's roster who will serve as volunteer umpires on the season's N3 Umpire Crew. (Failure to identify at least one umpire will prevent the team from participating in the league that season. Identifying two or more umpires is especially helpful, because it enables the N3 Chief Umpire to schedule players from the same team to umpire games before or after they play their own games.)
- 1.11 Prior to the start of each season, a team manager is encouraged to identify a fellow team member who will serve as the team's Assistant Manager and assume the team's managerial responsibilities in the manager's absence.

## **2.0 Requirements and Assignment of Players in N3**

- 2.1 All players who want to play in N3 must have completed The Villages' three-step softball evaluation process.
- 2.2 In addition, all players who want to play in N3 must submit a completed *N3 Player Application/Release Agreement* prior to participating in the season in which they wish to play. The application provides both the N3 Roster Rules Committee and the player's possible manager with personal contact information, emergency contact information, and detailed information about the player's expected softball activity during the coming season. Specifically, the application requires the player to indicate:

- 2.2.1 Whether he intends to play in Rec 3, Rec 4, or neither of these Rec leagues
- 2.2.2 How he wants to be involved as a player in N3 during the coming season, given four mutually exclusive options:
  - (1) Play for his current “stand-alone” or “merged” Village team as a resident of the Village or merged Villages represented by that team
  - (2) Continue to play as a “grandfathered player” on the specific Village team on which he is “grandfathered”
  - (3) Be an N3 Lottery Player and be randomly assigned to a Village team through the N3 Lottery System
  - (4) Or play as an N3 Sub-Only Player during the coming season.
- 2.2.3 Whether he will be a Certified N3 Pitcher next season
- 2.2.4 Whether he is able and itted to play at least 50% of his team’s games that season
- 2.2.5 And whether he is interested in serving as an N3 Team Manager in the future and/or a volunteer N3 Umpire during the coming season

The *N3 Player Application/Release Agreement* also requires the player to sign off on his commitment “to play by The Villages’ code of conduct” and his acceptance of the Rec Department’s “Unconditional and Full General Release Agreement.”

- 2.3 Consistent with the policies described in both **Sections 1.0 and 2.0** of this document and with the procedures and timelines described in the related document entitled **Procedures and Timelines for Developing and Approving N3 Teams, Team Rosters, Division Alignment, and Game Schedules Each Season**, the N3 Roster Rules Committee works collaboratively with team managers as they collect player applications and use them to organize teams and develop team rosters.
- 2.4 The following guidelines apply as players are rostered on specific teams:
  - 2.4.1 To the extent possible and with the approval of team managers, the preference identified on a player’s *N3 Player Application/Release Agreement* guides how he will be involved in N3 during the coming season.
  - 2.4.2 If a player resides in a village that has a “stand-alone” or “merged” Village team, he will be encouraged to play for that team, but he will not be required to do so. Alternatively, he can decide to play as an N3 Sub-Only Player, or if his “stand-alone” or “merged” Village team has 14 or more Division 3 resident players, he can play as an N3 Lottery Player.
  - 2.4.3 If a player is “grandfathered” on a specific N3 team “as a non-resident player,” he can continue to play as a “grandfathered” player on that team subject to the provisions in **Section 1.7.3** above.
  - 2.4.4 If a player resides in a Village that does not have an N3 team, the player has three options in the coming season. He can see if there are enough other qualified players in his Village to create a new N3 “stand-alone” or “merged” Village team. He can decide

to be an N3 Lottery Player and allow the N3 Lottery System to randomly assign him to an existing N3 team that needs additional players for the coming season. Or he can decide to play as an N3 Sub-Only Player.

2.4.5 At any time during a season, an N3 Sub-Only Player can notify the N3 Coordinator of Teams and Team Rosters that he would like to change his status and become an N3 Lottery Player for the rest of the season. If he is subsequently assigned to a team, he must remain with that team for the rest of the season.

### **3.0 Division Level Crossover Play**

3.1 If a player plays in Rec 4, he can apply to “play up” in N3 under the following conditions:

3.1.1 The player must be a regular roster player in Rec 4 (not a game-by-game substitute in Rec 4 and not a player in N4 only).

3.1.2 The player must meet one of the following two conditions:

- (1) He must be “grandfathered” on an N3 Village Team; or
- (2) His resident Village must have an N3 team, and the manager of that team must want to roster the player on his team in accordance with the procedures described below in **Subsection 3.1.4**. The manager is not required to roster the player.

3.1.3 If the player wants to pitch as a regular roster player in N3, he must already be a Certified N3 Pitcher or he must successfully complete the “Procedures for Certifying Pitchers in N3.”

3.1.4 Upon receipt of the player’s application to “play up” in N3, the N3 Coordinator of Teams and Team Rosters will first confirm that the player is a regular roster player in Rec 4 (not a game-by-game substitute in Rec 4 and not a player in N4 only) and that he either resides in a Village that has an N3 “stand-alone” or “merged” Village team or has already been “grandfathered” to that team. If the player meets both conditions, the Coordinator may then consult with the manager of that particular team to confirm:

- (1) Whether or not the player is “grandfathered” on that team; and
- (2) Whether or not the manager of that team wants to add the player to his team as a roster player. Division 3 players will be given priority over Rec 4 players as the manager makes this decision and develops his team roster. Prior to approving addition of a Rec 4 player to his team roster, the manager can require the player to be re-evaluated in order to ensure his ability and safety when playing N3 ball.

3.2 During Fall and Winter Seasons, a Rec 4 player can “play up” in N3 only as a roster player and not as either an N3 Sub-Only Player or an N3 Lottery Player. If his N3 Winter team is not participating in the N3 Summer Season, he can “play up” in N3 during the summer as either a Sub-Only Player or a Lottery Player.

- 3.3 If a player plays in either Rec 1 or Rec 2, he cannot “play down” in N3.
- 3.4 If a player plays in Rec 5, he cannot “play up” in N3.

#### **4.0 Responsibilities of N3 Team Managers**

- 4.1 Provide positive leadership and organization for an N3 team and represent the team in all N3 league activities.
- 4.2 Ensure that all team members comply with N3 policies and procedures and consistently treat fellow team members, other N3 players, and N3 volunteer umpires respectfully and constructively.
- 4.3 Work with members of the N3 Roster Rules Committee to develop and recommend each season’s team roster:
  - 4.3.1 Begin this critical process by reviewing the policies described in both **Sections 1.0 and 2.0** of this document and the procedures and timelines described in the related document entitled **Procedures and Timelines for Developing and Approving N3 Teams, Team Rosters, Division Alignment, and Game Schedules Each Season**.
  - 4.3.2 Make sure that each player on the team’s roster has completed The Villages’ three-step softball evaluation process and submitted a fully completed *N3 Player Application/Release Agreement* to play in N3 that season, including especially an indication of whether or not the player is able and committed to play at least 50% of the team’s games that season.
  - 4.3.3 Then follow the policies defined in **Subsection 1.7** above and develop a recommended team roster for the season. Make sure that at least 12 of the players on the roster are committed to play at least 50% of the team’s games that season.
  - 4.3.4 Also make sure that the team has sufficient players on its roster that it will not require multiple subs on a recurring basis or, worse yet, need to forfeit a game because there are less than seven roster players listed in its lineup for a game.
  - 4.3.5 Identify on the roster both the roster player who will be the team’s Designated Pitcher that season and any other roster players who are Certified N3 Pitchers.
  - 4.3.6 Identify on the roster a fellow team member who will serve as the team’s Assistant Manager and assume the team’s managerial responsibilities in the manager’s absence.
  - 4.3.7 Identify on the roster at least one (ideally two) players who will serve as volunteer umpires on the season’s N3 Umpire Crew. (Failure to identify at least one umpire will prevent the team from participating in the league that season. Identifying two or more umpires is especially helpful, because it enables the N3 Chief Umpire to schedule players from the same team to umpire games before or after they play their own games.)

- 4.4 Ensure that each player on the team's roster has a copy of or access to the *Handbook of Bylaws, Policies, and Procedures of the Division 3 Neighborhood League (N3)*, the booklet of *Important N3 Playing Rules*, and the season's game schedule. (See the N3 website for these documents.)
- 4.5 Review the team's score-keeping responsibilities listed in the season's game schedule, and then schedule the two team members who will keep score during each of the team's assigned games that season. Make sure that team members know how to carry out their score-keeping responsibilities, including both announcing and recording runs each inning. Failure to meet a team's score-keeping responsibilities during an assigned game will result in a one-week suspension of the team's manager.
- 4.6 Manage all team responsibilities prior to, during, and after each game. These responsibilities include:
  - 4.6.1 Ideally 30 minutes before game time and no later than 20 minutes before game time, let the persons on duty at the Sub Desk know how many subs the team will need for that game, including whether or not they will need a sub pitcher.
  - 4.6.2 Be at the Sub Desk at least 20 minutes before game time to learn the names of the team's assigned subs, and then list these assigned subs at the end of the team's lineup in the order they were assigned.
  - 4.6.3 When the team's lineup is complete, submit an original copy to the persons on duty at the Sub Desk. Post a second copy in the team's dugout, and give a third copy to the manager of the opposing team. The lineup should identify only the team whose lineup it is, whether they are the visiting or home team, the field on which they will be playing, and any players who will require a courtesy runner.
  - 4.6.4 Conduct the team's pre-game infield practice efficiently (visiting team first, home team second).
  - 4.6.5 Monitor the playing time of team members to ensure that every player in the lineup for the game plays defensively for at least three innings. (Failure to comply with this requirement will result in forfeit of the game.)
  - 4.6.6 Keep track of the number of games played by each of the team's roster players, especially those committed to play at least 50% of the team's games that season, and make sure that at least 12 of the team's roster players play 50% of the team's games.
  - 4.6.7 Be the only representative of the team in discussions about or appeals of umpire calls.
  - 4.6.8 And ensure that team members meet their assigned score-keeping responsibilities.

## **5.0 Assigning Substitute Players and Submitting Lineups Prior to Games**

N3 has specific goals, policies, procedures, and timelines for assigning substitute players to teams that need one-time subs on any given game day and for submitting lineups prior to each game.

## 5.1 Goals for Assigning Game-by-Game Subs

Five goals guide sub selection during each timeframe of N3 games:

- (1) That teams have sufficient players (within defined limits) to play their scheduled games
- (2) That teams receive a fair allotment of subs
- (3) That the two teams on each field have an equal number of players (assuming that there are sufficient subs and that each team has at least 8 roster players in its lineup)
- (4) That subs are randomly assigned, but in order of their priority as subs
- (5) And that the same procedures are followed during all timeframes each game date.

## 5.2 Responsibility for Assigning Game-by-Game Subs

The three persons on duty at the Sub Desk each game day [the day's Sub Duty Volunteer (SDV), its N3 Board Opener (BO), and its N3 Board Closer (BC)] are solely responsible for assigning subs for all games during each timeframe that day.

## 5.3 The Maximum Number of Subs That Can Be Assigned to a Team

During all seasons in N3, a team must have a minimum of seven roster players listed in its lineup for a game in order to avoid a forfeit. It must also have a minimum of ten players listed in the lineup, including substitutes, in order to play an official N3 game.

During all three seasons in N3, the maximum number of subs that can be assigned to a team is 3. If a team has only 7 roster players in its lineup, it can receive 3 subs, but the team must then play with 10 players and catch for itself. If a team has 8-10 roster players in its lineup, but there are not enough subs to get the team to 11 players, the opposing team must catch for it.

## 5.4 Priorities When Signing Up to Sub

All players who want to sub in an N3 game during a particular timeframe are requested to sign up in their correct Priority Category on the appropriate Sub Sign-Up Sheet at the Sub Desk no later than 30 minutes before the scheduled games (e.g., sign up by 8:30 for 9:00 games).

Other individuals can continue to sign up after the 30-minute cut-off, but when subs are drawn, those individuals who signed up **prior** to the 30-minute cut-off will have priority over those individuals who signed up **after** the 30-minute cut-off.

### 5.4.1 All players who want to sub—whether as pitchers or as position players—must sign up at the Sub Desk in one of the following four Priority Categories:

**Priority 1 Subs:** Players who are currently **Unassigned N3 Lottery Players** waiting to be assigned to an N3 team. (This includes players who were recently evaluated as Division 3/Rec 3 players and want to play in N3.)

**Priority 2 Subs:** Players who have chosen to be **N3 Sub-Only Players** during the season or who are assigned **N3 Umpires** on this particular Saturday. Neither of these two categories of potential subs has priority over the other.

**Priority 3 Subs:** **Current N3 Roster Players who want to sub that day** before or after they play their scheduled game.

**Priority 4 Subs:** **Any player who has already subbed for a full game that day** and wants to sub in another game.

A player who has played only part of a game as an “injury sub” retains his original priority for subbing in a subsequent game.

5.4.2 **All players who want to sub as pitchers must be either a team’s Designated Pitcher that season or a Certified N3 Pitcher, and they must add one of two notations after their names when they sign up at the Sub Desk:**

**P/Only:** Qualified N3 pitchers who are willing to sub that game, but only as a pitcher.

**P/Any:** Qualified N3 pitchers who are willing to sub that game as either a pitcher or as a position player if a team does not need a pitcher.

A **P/Only** or **P/Any** sub can be assigned to pitch for a team only if the team’s **Designated Pitcher** for that season is not available to play that day.

If a **P/Only** or **P/Any** sub is selected to pitch for a team, he must pitch the entire game, unless he leaves the game due to an injury. If a **P/Any** sub is selected as a position player, he can play any position except pitcher.

5.5 **Procedures and Timelines for Assigning Subs**

To make sub assignments as fair, impartial, and consistent as possible during each timeframe on each game date, the three-person team of Sub Duty Volunteer, Board Opener, and Board Closer at the Sub Desk systematically follows a detailed set of **Procedures and Timelines for Assigning N3 Game Day Subs**. These procedures detail each step in the sub selection process from sub sign-ups before game time to managers’ submission of lineups. As long as they attend to the five goals for assigning subs in N3, those on duty at the Sub Desk are authorized to modify the sub selection policies and procedures in order to meet special situations or special needs.

5.6 **Restrictions After the Sub Selection Process Begins**

Once the sub selection process begins, team managers cannot change the number of subs they have requested or the specific subs they will be assigned. For example, if a roster player who is not in the lineup arrives after the sub selection process begins, the manager cannot add him to the lineup, reduce the number of subs he has requested, or replace an assigned sub with the roster player who arrived late. Similarly, once the sub selection process begins, if a roster player who is in the lineup fails to arrive before he is scheduled to bat, the manager cannot remove him from the lineup and request a sub to replace him. The team must play with those

players listed in the lineup, and the player who never arrived must be recorded as an out each time he is scheduled to come to bat.

**N3 Procedures and Timelines**  
**for Game Preparation and Decision Making**

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**Procedures and Timelines for Developing and Approving  
N3 Teams, Team Rosters, Division Alignment, and Game Schedules Each Season**

Planning and organizing each season of N3 softball is the responsibility of the league's N3 Roster Rules Committee, which consists of the N3 Coordinator of Teams and Team Rosters and two other Board members. Following the procedures and timelines described below, the members of this committee are responsible for working collaboratively with team managers as they organize their teams, identify players, and comply with league policies and rules regarding team composition. These policies and rules are described in detail in **Sections 1.0 and 2.0** of the *N3 Policies for Teams, Managers, and Players*. The goal is to have teams, their rosters, and the league's division alignment for the next season developed no later than **five weeks** before the first games of the new season and approved by the N3 Board of Directors no later than **four weeks** before the first games of the new season.

Here are the specific procedures and timelines for meeting this goal prior to each season of play, with the qualifier that procedures and timelines may be modified when preparing for Summer seasons. (See the chart at the end of this document entitled, "Sample Timelines for Developing and Approving N3 Teams, Team Rosters, Division Alignment, and Game Schedules for the Fall 2020, Winter 2021, and Summer 2021 Seasons.")

**1.0 Ten Weeks Prior to the First Games of the Next Season**

- 1.1 The President of the N3 Board of Directors consults with The Villages Rec Dept:
  - 1.1.1 To confirm whether N3 will be assigned to play at Buffalo Glen or Saddlebrook during the next season
  - 1.1.2 To confirm the Rec Dept's beginning and ending dates for the next softball season, including any "blackout dates" during the season at the softball complex where N3 will be playing.
- 1.2 Based on the information confirmed in 1.1, the President and the N3 Roster Rules Committee consult with the N3 Board of Directors to finalize the *N3 Player Application* for the next season. They set an application deadline of **six weeks** prior to the first games of the new season. They also ask the Rec Dept to print enough copies of the *N3 Player Application* and the Rec Department's *Unconditional and Full General Release Agreement* on the back of the *Application* so that the 2-part *N3 Player Application/Release Agreements* can be distributed to potential managers and players **eight weeks** prior to the first games of the new season.

**2.0 Nine Weeks Prior to the First Games of the Next Season**

**Nine weeks** prior to the first games of the next season, the N3 Board President and the N3 Coordinator of Teams and Team Rosters send an email entitled "**N3 Planning for Next Season**" to all current and recent N3 managers.

- 2.1 The email identifies the softball complex (Buffalo Glen or Saddlebrook) where N3 will be playing during the next season.



### **3.0 Between Nine and Five Weeks Prior to the First Games of the Next Season**

During these four weeks, the three members of the N3 Roster Rules Committee follow up with managers to help them develop and revise as necessary their completed *Team Application Packets for the Next N3 Season*. The deadline for managers to submit their completed *Team Application Packets* to the N3 Roster Rules Committee is **six weeks** prior to the first games of the new season. The Committee is expected to submit its recommended plan for the new season (teams, team rosters, and division alignment) to the N3 Board **one week later or five weeks** prior to the first games of the new season.

**3.1 Followup with Respect to Teams**. The N3 Roster Rules Committee firms up as soon as possible how many and which specific teams will be involved in the new N3 season.

3.1.1 Possible teams include:

- (1) Current “stand-alone Village teams”
- (2) Current “merged Village teams”
- (3) Proposed new “stand-alone Village teams”
- (4) Proposed new “merged Village teams.”

3.1.2 With respect to new “stand-alone” or “merged” Village teams, proposals for these new teams can come from the league’s N3 Roster Rules Committee or from a group of players. For instance:

- (1) If their review of managers’ responses to the *Preliminary Team Application for the Next Season* suggests to the N3 Roster Rules Committee that a new “stand-alone” or “merged” Village team would be worth creating, Committee members can initiate discussions with the manager of that possible team. The new team will need to meet all of the league’s policy requirements with respect to teams and roster players described in **Sections 1.0 and 2.0** of the *N3 Policies for Teams, Managers, and Players*. If these discussions prove fruitful, and if all the players involved agree to form the new team, the N3 Roster Rules Committee can recommend this action to the N3 Board as part of the Committee’s plan for the next season.
- (2) Or alternatively, if a group of players from a single Village or from two or more Villages would like to create a new “stand-alone” or “merged” Village team, they can initiate discussions with the N3 Roster Rules Committee to explore that possibility. Again, the new team will need to meet all of the league’s policy requirements with respect to teams and roster players described in **Sections 1.0 and 2.0** of the *N3 Policies for Teams, Managers, and Players*. If these discussions prove fruitful, and if all the players involved agree to create the new team, the N3 Roster Rules Committee can recommend this action to the N3 Board as part of the Committee’s plan for the new season.
- (3) The maximum number of Villages that can merge into a single team is three. In addition, team mergers require at least three resident players from each of the merging Villages who are committed to play at least 50% of the merged team’s games during the new season.

3.1.3 This four-week period is the critical time for members of the N3 Roster Rules Committee to interact with managers and players in a collaborative effort to eliminate, add, merge, and firm up strong teams for the new season that will not require multiple subs each week. In addition, to the extent possible, it is equally important that the total number of teams recommended by the Committee for the next season facilitate schedule development in the following ways:

- (1) An even number of teams so that weekly byes can be avoided
- (2) A total number of teams that can be divided into three or four equal-sized divisions
- (3) Games within each division that fit the total number of game dates available
- (4) And games within each division that will allow each team to play the other teams in its division the same number of times.

**3.2 Followup with Respect to Team Rosters.** As they work with managers, members of the N3 Roster Rules Committee make sure that each team recommended for approval during the next season meets the following four requirements:

- (1) There must be at least 12 resident or “grandfathered” players on the team’s roster**
- (2) There cannot be more than four “grandfathered” players on the team’s roster**
- (3) Any regular roster players in Rec 4 included on the team’s roster must have met all the requirements for “playing up” in N3 on that particular team**
- (4) And, most important, at least 12 of the resident or “grandfathered” players on the team’s roster must have committed on their *N3 Player Application/Release Agreements* for that season that they will play at least 50% of the team’s games during the season.**

#### **4.0 Five Weeks Prior to the First Games of the Next Season**

The N3 Roster Rules Committee forwards to the N3 Board of Directors for review and approval a recommended plan for the new N3 season, including the following:

- 4.1 A list of the proposed “stand-alone” and “merged” Village teams for the new season
- 4.2 A proposed division alignment of these teams during the new season (including the rationale for that alignment)
- 4.3 And the specific game dates for the new season.

#### **5.0 Four Weeks Prior to the First Games of the Next Season**

Within one week after receiving the N3 Roster Rules Committee’s recommended plan for the new N3 season, the N3 Board reviews, refines, and approves the teams, division alignment, and game dates for the next season.

#### **6.0 Three Weeks Prior to the First Games of the Next Season**

During the next three weeks, members of the N3 Board complete the following preparations for the new season:

- 6.1 **Initial Assignment of Lottery Players for the New Season.** The N3 Coordinator of Teams and Team Rosters and at least one other member of the N3 Roster Rules Committee conduct the new season’s initial lottery for teams that need a lottery player:
- 6.1.1 Lottery picks are randomly made with procedures designed by the Coordinator.
  - 6.1.2 All players who have signed up to play as lottery players during the new season are organized into two groups: “Lottery Pool Certified Pitchers” and “Lottery Pool Non-Pitchers.”
  - 6.1.3 The first round of lottery picks is used to staff teams that need a pitcher. A second round of lottery picks is used to staff teams that need a non-pitcher.
  - 6.1.4 Within each round, the order of picks is totally random. The second round is ordered such that teams are grouped by their number of roster players, with the fewest roster player teams being satisfied first.
  - 6.1.5 No team can have more than one lottery player during a season. After that season, if requested by the team’s manager, a player who has been an assigned lottery player on a team can become a “grandfathered” player on that same team (subject to the limitation that no team can have more than 4 “grandfathered” players during a season).
  - 6.1.6 As soon as possible after completion of this initial lottery for the new season, the Coordinator reports the results to all team managers and the lottery players affected.
- 6.2 **The Team Practice Schedule for the New Season.** An N3 Board member works with managers to develop the N3 “practice schedule” for the new season.
- 6.3 **The Game and Host Schedule for the New Season.** The President works with the league’s Website Coordinator to develop the game and host schedule for the new season, post it on the N3 website, and distribute copies to all managers.
- 6.4 **The SDV/BO/BC Schedule for the New Season.** The N3 Coordinator of SDV/BOD Responsibilities works with Sub Duty Volunteers and Board members to develop the SDV/BO/BC schedule for making sub assignments and coordinating games during each Saturday of the new season.
- 6.5 **The Umpire Schedule for the First Month of the New Season.** The N3 Chief Umpire develops the Umpire Schedule for all games during the first month of the new season.

## 7.0 **Lottery Selections After the New Season Begins**

The following procedures guide lottery selections after the new season begins:

- 7.1 A team can request a lottery player any time during a season, but it can request only one lottery player before or during that season. Exception: If an assigned lottery player subsequently leaves a team due to an injury or other personal need, the team manager can request assignment of a replacement lottery player.
- 7.2 As needed, lottery picks are conducted weekly by the N3 Coordinator of Teams and Team Rosters and at least one other member of the N3 Roster Rules Committee.
- 7.3 Lottery picks are randomly made with procedures designed by the Coordinator.

- 7.4 Lottery picks are made in the order that requests for lottery players are received by the Coordinator from team managers.
- 7.5 As soon as possible after completion of a round of lottery picks, the Coordinator reports the results to all team managers and the lottery players affected.

**Sample Timelines for Developing and Approving  
N3 Teams, Team Rosters, Division Alignment, and Game Schedules  
for the Fall 2020, Winter 2021, and Summer 2021 Seasons**

<b><u>Number of Weeks Prior to the First Games of the Next Season</u></b>	<b><u>Fall 2020</u></b>	<b><u>Winter 2021</u></b>	<b><u>Summer 2021</u></b>
<b><u>10 Wks:</u></b> N3 President confirms assigned fields for next season N3 President confirms the next season’s dates	Jul 4	Oct 31	Mar 6
<b><u>9 Wks:</u></b> N3 President and the N3 Roster Rules Committee send an email entitled “N3 Planning for Next Season” to current and recent managers  Managers submit a <i>Preliminary Team Application for the Next N3 Season</i> to the N3 Roster Rules Committee  The Committee distributes <i>Team Application Packets</i> to all managers who returned a <i>Preliminary Application</i> and indicated they would have a team next season. The <i>Packets</i> include both a blank <i>Team Summary Form</i> and 15 copies of blank <i>N3 Player Application/Release Agreements</i>	Jul 11	Nov 7	Mar 13
<b><u>5-9 Wks:</u></b> Members of the N3 Roster Rules Committee work with all managers to help them form teams for the new season that will meet league requirements	Jul 11- Aug 8	Nov 7- Dec 5	Mar 13- Apr 10
<b><u>6 Wks:</u></b> <b>Deadline for managers to submit their <i>Team Application Packets</i> for the next season, including both the <i>Team Summary Form</i> and completed <i>N3 Player Application/Release Agreements</i> for all roster players on the team</b>	Aug 1	Nov 28	Apr 3
<b><u>5 Wks:</u></b> The N3 Roster Rules Committee submits to the N3 Board a list of recommended teams and a division alignment for the new season	Aug 8	Dec 5	Apr 10
<b><u>4 Wks:</u></b> <b>The N3 Board approves the teams and division alignment for the new season</b>	Aug 15	Dec 12	Apr 17

**2-3 Wks:** The N3 Board completes the following preparations for the new season:

- Initial assignment of lottery players for the new season
- The team practice schedule for the new season
- The game and host schedule for the new season
- The SDV/BO/BC schedule for the new season
- The Umpire Schedule for the first month of the new Season

Aug 22    Dec 19-    Apr 24  
Aug 29    Dec 26    May 1

**1 Wk:** **N3 Team Practices**

**Sept 5    Jan 2    May 8**

**First Games of the New Season**

**Sept 12    Jan 9    May 15**





## Procedures and Timelines for Assigning N3 Game Day Subs

The three persons on duty at the Sub Desk each game day [i.e., the day's Sub Duty Volunteer (SDV), its N3 Board Opener (BO), and its N3 Board Closer (BC)] are solely responsible for assigning subs for all games during each timeframe that day. To make these assignments as fair, impartial, and consistent as possible prior to each set of games, this three-person team systematically implements the following league policies, procedures, and timelines for assigning subs.

### 1. Goals for Assigning Game-by-Game Subs

Five goals guide the sub selection procedures:

- That teams have sufficient players (within defined limits) to play their scheduled games
- That teams receive a fair allotment of subs
- That the two teams on each field have an equal number of players (assuming there are sufficient subs and each team has at least 8 roster players in its lineup)
- That subs are randomly assigned, but in order of their priority as subs
- And that the same procedures are followed during all timeframes each game date.

As long as they keep these five goals in mind, Sub Duty Volunteers and N3 Board Members are authorized to modify the sub selection procedures to meet special situations or special needs.

### 2. The Maximum Number of Subs That Can Be Assigned to a Team

During all three seasons in N3, the maximum number of subs that can be assigned to a team is 3 subs. If a team has only 7 roster players in its lineup, it can receive 3 subs, but the team must then play with 10 players and catch for itself. If a team has 8-10 roster players in its lineup, but there are not enough subs to get the team to 11 players, the opposing team must catch for it.

### 3. The Specific Procedures and Timelines for Assigning Subs

- Until 30 Minutes Before Game Time in Each Timeframe

All players who want to sub in one of these games must sign up at the Sub Desk.

- (1) All players who want to sub—whether as pitchers or as position players—must sign up in one of the following four Priority Categories:

**Priority 1 Subs**: Players who are currently **Unassigned N3 Lottery Players** waiting to be assigned to an N3 team. [This includes players who were recently evaluated as Division 3 Recreation League (Rec 3) players and want to play in N3.]

(A list of all current **Unassigned N3 Lottery Players** is posted each week at the Sub Desk. If a player who claims to be an **Unassigned N3 Lottery Player** is not on this list, the N3

Coordinator of Teams and Team Rosters should be consulted to verify the player's status. If the Coordinator is not available, the player should be allowed to sign up to sub that day, but the Coordinator should subsequently be consulted to verify the player's status.)

**Priority 2 Subs:** Players who have chosen to be **N3 Sub-Only Players** during the season or who are assigned **N3 Umpires** on this particular Saturday. Neither of these two categories of potential subs has priority over the other.

(Lists of all current **N3 Sub-Only Players** and the day's assigned **N3 Umpires** are posted each week at the Sub Desk. If a player who claims to be a **Sub-Only Player** or an **N3 Umpire** that day is not on the appropriate list, the N3 Coordinator of Teams and Team Rosters or the N3 Chief Umpire should be consulted to verify the player's status. If these two individuals are not available, the player should be allowed to sign up to sub that day, but the Coordinator or Chief Umpire should subsequently be consulted to verify the player's status.)

**Priority 3 Subs:** **Current N3 Roster Players who want to sub that day** before or after they play their scheduled game.

**Priority 4 Subs:** **Any player who has already subbed for a full game that day** and wants to sub in another game.

A player who has played only part of a game as an "injury sub" retains his original priority for subbing in a subsequent game.

- (2) **All players who want to sub as pitchers** must be either a **Designated Pitcher** that season or a **Certified N3 Pitcher**.

(Two lists are posted at the Sub Desk each week. One is a list of each team's **Designated Pitcher** that season; the other is a current list of all **Certified N3 Pitchers**. Players on either of these two lists are qualified to sub as pitchers in N3.)

When they sign up to sub, qualified pitchers must add one of two notations after their names:

**P/Only:** Qualified N3 pitchers who are willing to sub that game, but only as a pitcher. **P/Only** subs can be assigned to pitch for a team only if the team's **Designated Pitcher** is not available that day. If a **P/Only** sub is selected to pitch for a team, he must pitch the entire game, unless he leaves the game due to an injury.

**P/Any:** Qualified N3 pitchers who are willing to sub that game as either a pitcher or as a position player if a team does not need a pitcher. **P/Any** subs can be assigned to pitch for a team only if the team's **Designated Pitcher** is not available that day. If a **P/Any** sub is selected to pitch for a team, he must pitch the entire game, unless he leaves the game due to an injury. If he is selected as a position player, he can play any position except pitcher.

Again, a team cannot be assigned either a **P/Only** sub pitcher or a **P/Any** sub pitcher if the team's **Designated Pitcher** for that season is already in the team's lineup that day.

- **Throughout the Sign-Up Period**

Throughout the sign-up period for the next set of games, the persons on duty at the Sub Desk should monitor sign ups and make sure that subs sign up in their correct priority groups. They should also change to Priority 4 the priority of any player who signed up in multiple timeframes and has already had a chance to be a full-game sub in an earlier timeframe.

In addition, as potential subs sign up and managers record their sub needs on the sign-up sheets, the persons on duty should compare the number of subs likely to be needed and the number of potential subs who have already signed up, so that they can recruit additional subs if there are not enough subs signed up to meet all expected sub needs, including the need for pitchers. This recruitment of additional subs can be done by making public address announcements and by visiting the dugouts of games in progress to identify players interested in playing another game. **This pre-assessment of sub needs is a critical step in the sub selection process.** The goal here is to have enough potential subs signed up to meet all sub needs.

- **30 Minutes Before Game Time**

- (1) The persons on duty at the Sub Desk should draw a line under the names of all players who have signed up by that time. Additional players can sign up during the next 10 minutes, but they will participate in the sub selection process only if additional subs are needed after all players who met the 30-minute deadline have been assigned to a team.
- (2) Team managers should officially notify the persons on duty at the Sub Desk how many subs they will need, including whether they will need a sub pitcher. This information should be recorded on the Sub Sign-Up Sheet for each team prior to beginning the sub selection process.

Once the sub selection process begins, team managers cannot change the number of subs they have requested or the specific subs they will be assigned. For example, if a roster player who is not in the lineup arrives after the sub selection process begins, the manager cannot add him to the lineup, reduce the number of subs he has requested, or replace an assigned sub with the roster player who arrived late. Similarly, once the sub selection process or the game begins, if a roster player who is in the lineup fails to arrive before he is scheduled to bat, the manager cannot remove him from the lineup (even if he has 12 or more players) or request a sub to replace him. The team must play with those players listed in the lineup, and the player who never arrived must be recorded as an out each time he is scheduled to come to bat.

- **20 Minutes Before Game Time**

The persons on duty at the Sub Desk should implement the following procedures:

- (1) **If there are not enough subs signed up to meet all sub needs**, the persons responsible for sub selection should make a critical decision **before** they begin the sub selection process: *How many of the available subs will they assign to each team that needs subs?* In making this decision, fairness in the distribution of limited subs should be the primary goal, and the persons who will be making the sub assignments should consider the following:

- (a) Try to give every team that needs subs at least one sub. For example, if one team needs three subs and the other teams need one or two subs, give only two subs to the team that needs three subs, and let them play with ten players. As long as the team that needs three subs has at least 8 roster players in its lineup, the opposing team must catch for them. On the other hand, if the team that needs subs has only 7 roster players in its lineup, it can be given 3 subs, but it must then play with 10 players and catch for itself.
- (b) Request teams to catch for each other if they both need only one sub and there are not enough subs to give each of them a sub.
- (c) With exception of teams that have only 7 roster players in their lineup and can be given only 3 subs, give opposing teams enough subs to balance the number of players they each have for the game.
- (d) If there are not sufficient subs for all games in a timeframe, the persons responsible for sub selection are authorized to be as creative as possible in their allocation of subs so that individual games can be played successfully and with balanced numbers of players, e.g., requesting teams with at least 8 roster players in their lineup to share catchers or help with catching if one team must play with 10 players because there are insufficient subs.
- (2) **If there are enough subs signed up to meet all sub needs**, the persons responsible for sub selection should work through the following sub selection procedures:
- (a) Beginning with teams that need pitchers, the persons responsible for sub selection should use the pill box to order all **P/Only** subs within each priority category. Then they should assign the **P/Only** subs within each priority category (beginning with the **Priority 1 P/Only** subs, moving on to the **Priority 2 P/Only** subs, etc.) to those teams that need a pitcher, beginning with the visiting team on Field 1 and concluding with the home team on Field 4.
- (b) If additional pitchers are still needed, the persons responsible for sub selection should repeat the process with **P/Any** subs, using the pill box to order all **P/Any** subs within each priority category. They should then assign the **P/Any** subs within each priority category (beginning with the **Priority 1 P/Any** subs, moving on to the **Priority 2 P/Any** subs, etc.) to those teams that still need a pitcher, beginning with the visiting team on Field 1 and concluding with the home team on Field 4.
- (c) When all pitcher needs have been met, the persons responsible for sub selection should move on to meeting the remaining sub needs of each team:
- They should begin by using the pill box to give a number to all remaining **Priority 1 Subs**, including any remaining **Priority 1 P/Any** subs. Then, in numeric order, they should assign these **Priority 1 Subs** to teams that need subs, beginning with the visiting team on Field 1, then the home team on Field 1, then the visiting team on Field 2, then the home team on Field 2, etc.
  - Each team should receive all the subs it needs at the same time, e.g., if the visiting team on Field 1 needs three subs, it should get its three subs before subs are selected for the

home team on Field 1. The last team to receive its needed subs will be the home team on Field 4.

- As additional subs are needed to meet the sub needs of all teams, the persons responsible for sub selection should move on to the **Priority 2 Subs**, then the **Priority 3 Subs**, and finally the **Priority 4 Subs**. As they move to each priority category of subs, they should use the pill box to order the assignment of subs in that particular priority category before assigning them to teams.
  - If more subs are still needed, the persons responsible for sub selection should move on to those potential subs who signed up “below the line” that was drawn 30 minutes before game time. To assign these potential subs, they should follow the same procedures described above for assigning subs who signed up “above the line,” beginning with **Priority 1 Subs**.
- (d) When all sub needs have been met, the persons responsible for sub selection should identify the next possible sub as the “Injury Sub” for that particular set of games, communicate this status to the individual, and ask him to stand by until all games in that timeframe have been completed.
- (e) As a final step in this process, the persons responsible for sub selection should update the priority of any players who have been selected to sub in this timeframe and who have also signed up to sub in subsequent timeframes—that is, they should be moved to **Priority 4 Subs** in the next timeframe.

#### **4. Submitting Lineups After the Sub Selection Process is Complete**

If they have not already done so, managers should complete and distribute their final lineups for the game they are about to play as soon as the sub selection process is complete.

- Lineups should be submitted to the persons on duty at the Sub Desk prior to sub selection if no subs are needed or as soon as the sub selection process has been completed if subs are needed to complete the lineup. Subs should be listed at the end of the lineup in the order selected.
- Lineups should identify only the team whose lineup it is, whether they are the visiting or home team, the field on which they will be playing, and any players who will require a courtesy runner.
- There should be three copies of the lineup: An original copy for the Sub Desk that will be given to the scorekeepers and announcers, a second copy for posting in the team’s dugout, and a third copy for the manager of the opposing team.



**Procedures and Timelines for Sub Duty Volunteers and Board Openers/Closers**  
**During Seasons with N3 Games Scheduled in Two Timeframes:**  
**9:00 and 10:15**

Several days prior to each Saturday, the N3 Coordinator of SDV/BOD Responsibilities will email an “N3 SDV/BOD Duty Reminder” to both that week’s Sub Duty Volunteer (SDV) and that week’s Board Opener/Closer (BO/BC) summarizing their individual responsibilities during the coming Saturday.

**Responsibilities and Procedures for the Day’s Sub Duty Volunteer (SDV): 8:00 – 10:00**

**(Note:** Sub Duty Volunteers have no responsibility for determining play during inclement weather. The Recreation Department Field Supervisor and the week’s Board Opener/Closer will handle this. Just listen to the radio for cancellation announcements.)

- A. **Arrive at 8:00** and complete these four tasks to begin the day:
1. Set up the **Sub Desk** near the concession stand. *(This is the card table stored in the softball closet.)*
  2. Then go upstairs, get the **Scoresheet Clipboards**, pens, pencils, pencil sharpener, and white-out for the day from the **N3 Black Box**. (The combination on both sides of the box is “000.”) Set the clipboards out for each field’s N3 scorekeepers that day. *(The Board Opener/Closer from the prior week should have already prepared the clipboards for the day, but make sure the day’s Scoresheets are correct. If any are missing or incorrect, find the correct Scoresheets in the Scorekeeper’s Notebook in the N-3 Black Box.)*
  3. Then get the following materials from the **N3 Black Box** and organize them on or near the **Sub Desk**:
    - a. The **Sub Notebook** with that day’s **Sub Sign-Up Sheets** ready to go and with pens or pencils for signing up. *(The Board Opener/Closer from the prior week should have already prepared the Sub Notebook for the day’s games, but make sure the Sub Sign-Up Sheets are the correct ones for the day. If not, find the correct sheets in the sealed plastic sleeve at the back of the notebook.)*
    - b. The **Highlights Notebook** with that day’s **Highlight Sheets** ready to go and with a pen for completing. *(Again, the Board Opener/Closer from the prior week should have already prepared the Highlights Notebook for the day’s games, but make sure the Highlight Sheets are the correct ones for the day. If not, find the correct sheets in the sealed plastic sleeve at the back of the notebook.)*
    - c. The **Pill Bottle** for randomly drawing subs.
    - d. And the **N3 Bulletin Board**, which includes current lists of **Priority 1 N3 Unassigned Lottery Players**, **Priority 2 N3 Sub-Only Players**, each team’s **Designated Pitcher** that

season, all of the league's **Certified N3 Pitchers**, the **Umpires** for each game that day, and any other relevant information.

4. Finally, get the **microphone** in the control panel box in the softball closet, so that, if necessary, those on duty can call players to the **Sub Desk**. *(If the panel box is locked or batteries are needed for the microphone, see the Rec Dept staff member on duty.)*
- B. Then work with the day's Board Opener/Closer (*who should arrive by 8:30*) to get ready for the 9:00 games. Follow the league's **Procedures and Timelines for Assigning Game Day Subs**. Here is the specific timeline for implementing these procedures:
1. **Prior to 8:30**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  2. **At 8:30** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 9:00 games. Other individuals can continue to sign up below the line after 8:30, but when subs are drawn, those individuals who signed up **prior** to 8:30 will have priority over those individuals who signed up **after** 8:30.
  3. **Between 8:30 and 8:40**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 9:00. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  4. **At 8:40** (20 minutes before game time), work with the day's Board Opener/Closer to draw subs for the 9:00 games. Assuming there are enough subs to do so, identify an **Injury Sub** for the 9:00 games and confirm his availability.
  5. **As soon as possible after drawing subs**, collect the lineups for all 9:00 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  6. **If any of the assigned scorekeepers are not present**, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President.
- C. Lastly, consult the "N3 SDV/BOD Duty Reminder" that was emailed to you earlier in the week, and complete the rest of your duties as the day's Sub Duty Volunteer. These remaining duties will have been coordinated with the game you will be playing that day. If these duties include working with the Board Opener/Closer at 9:55 to select subs for the 10:15 games, follow the same procedures described in (B) above for the 9:00 games.

**Your duties as the day's Sub Duty Volunteer should be completed by 10:00 or shortly after. Many thanks!**

**Responsibilities and Procedures for the Day's Board Opener/Closer (BO/BC): 7:00 – 12:00**

- A. **If rain, wet fields, or predicted storms are likely to force cancellation of the day's games, stand by for a phone call around 7:00 a.m. from the Recreation Department Field Supervisor and help the Supervisor make the day's decision about cancelling or delaying the games.** If games are cancelled or delayed, the Recreation Department Field Supervisor will arrange for an announcement to be made on The Villages Radio Station (WVLG, 640 AM, 102.7 FM, or 104.5 FM) around 7:30. At your discretion, a follow-up email can be sent to the N3 Board and/or N3 managers confirming the radio announcement.
- B. If games will be played, **arrive at the field before 8:30** and help the day's Sub Duty Volunteer ensure that things are well organized for the day. (*See the "Responsibilities and Procedures for the Day's Sub Duty Volunteer" described above.*)
- C. Then work with the day's Sub Duty Volunteer (*who will have arrived by 8:00*) to get ready for the 9:00 games. Follow the **Procedures and Timelines for Assigning Game Day Subs**. Here is the timeline for implementing these procedures:
1. **Prior to 8:30**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  2. **At 8:30** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 9:00 games. Other individuals can continue to sign up below the line after 8:30, but when subs are drawn, those individuals who signed up **prior** to 8:30 will have priority over those individuals who signed up **after** 8:30.
  3. **Between 8:30 and 8:40**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 9:00. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  4. **At 8:40** (20 minutes before game time), work with the day's Sub Duty Volunteer to draw subs for the 9:00 games. Assuming there are enough subs to do so, identify an **Injury Sub** for the 9:00 games and confirm his availability.
  5. **As soon as possible after drawing subs**, collect the lineups for all 9:00 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  6. **If any of the assigned scorekeepers are not present**, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President
  7. **During the games that follow**, be prepared to respond to calls for one or more **Injury Subs**.
- D. As Board Opener/Closer this week, you will be playing your own N3 game during the 10:15 timeframe and will be responsible for drawing subs for those 10:15 games. The week's Sub Duty Volunteer may or may not be available to help you. If not, recruit another Board member to help you draw subs for the 10:15 games. Follow the same procedures described in (C) above.

- E. After the final game of the day, complete these closing tasks:
1. Collect the **Scoresheets** from the four clipboards, make sure the final scores for each game add up correctly and also make sure they match the final scores on the **Highlight Sheet** for each game. Then use Dropbox (or some other way) to report the final scores (including forfeits) to Wally Dias as soon as possible so that he can update N3 division standings on the N3 website. (Forfeiting teams lose their game by a score of 7-0.) *(The original **Scoresheets** can then be discarded.)*
  2. Prepare the **Scoresheet Clipboards** for next week's games and put them in the **N3 Black Box**, along with pens, pencils, pencil sharpener, and white-out. *(The **Scoresheets** needed for next week are in a separate notebook in the **N3 Black Box**.)*
  3. Take the day's **Highlight Sheets** out of the **Highlights Notebook** and fax them to the *Daily Sun* from a fax machine at the Buffalo Glen or Saddlebrook fields (753-7787 or 753-2380), from home, or from Saddlebrook Rec Center (3-753-7787 or 3-753-2380). *(Keep the original **Highlight Sheets** until Wednesday of the next week when write-ups appear in the *Daily Sun*, in case there is need for them. After Wednesday, discard the original **Highlight Sheets**.)*
  4. Prepare the **Highlights Notebook** for next week's games and put it in the **N3 Black Box**. *(The **Highlight Sheets** needed for next week are in a pocket sleeve at the back of the notebook.)*
  5. Collect the day's **Sub Sign-Up Sheets** from the **Sub Notebook** and leave them in the **N3 Black Box**. The Board member who monitors and records both the subs needed by each team each week and any team forfeits that week will pick up the **Sub Sign-Up Sheets** after the day's games and enter the data in the Board's data base of weekly sub assignments and forfeits for each team.
  6. Prepare the **Sub Notebook** for next week's games and put it in the **N3 Black Box**. *(The **Sub Sign-Up Sheets** needed for next week are in a pocket sleeve at the back of the notebook.)*
  7. Return the **Pill Bottle** to the **N3 Black Box**.
  8. Lock the **N3 Black Box**.
  9. Take the **N-3 Bulletin Board** back upstairs and store it near the **N3 Black Box**.
  10. Return the **microphone** to the control panel box in the softball closet.
  11. Finally, return the card table to the softball closet.

**You're done for the day! Many thanks!**

**Procedures and Timelines for Sub Duty Volunteers, Board Openers, and Board Closers**  
**During Seasons with N3 Games Scheduled in Three Timeframes:**  
**9:00, 10:15, and 11:30**

Several days prior to each Saturday, the Coordinator of SDV/BOD Responsibilities will email an “N3 SDV/BOD Duty Reminder” to that week’s Sub Duty Volunteer (SDV), Board Opener (BO), and Board Closer (BC) summarizing their individual responsibilities during the coming Saturday.

**Responsibilities and Procedures for the Day’s Sub Duty Volunteer (SDV): 8:00 – 10:00**

**(Note:** Sub Duty Volunteers have no responsibility for determining play during inclement weather. The Recreation Department Field Supervisor and Board Opener will handle this. Just listen to the radio for cancellation announcements.)

A. **Arrive at 8:00** and complete these four tasks to begin the day:

1. Set up the **Sub Desk** near the concession stand. *(This is the card table stored in the softball closet.)*
2. Then go upstairs, get the **Scoresheet Clipboards**, pens, pencils, pencil sharpener, and white-out for the day from the **N3 Black Box**. (The combination on both sides of the box is “000.”) Set the clipboards out for each field’s N3 scorekeepers that day. *(The Board Closer from the prior week should have already prepared the clipboards for the day, but make sure the day’s Scoresheets are correct. If any are missing or incorrect, find the correct Scoresheets in the Scorekeeper’s Notebook in the N-3 Black Box.)*
3. Then get the following materials from the **N3 Black Box** and organize them on or near the **Sub Desk**:
  - a. The **Sub Notebook** with that day’s **Sub Sign-Up Sheets** ready to go and with pens or pencils for signing up. *(The Board Closer from the prior week should have already prepared the Sub Notebook for the day’s games, but make sure the Sub Sign-Up Sheets are the correct ones for the day. If not, find the correct sheets in the sealed plastic sleeve at the back of the notebook.)*
  - b. The **Highlights Notebook** with that day’s **Highlight Sheets** ready to go and with a pen for completing. *(Again, the Board Closer from the prior week should have already prepared the Highlights Notebook for the day’s games, but make sure the Highlight Sheets are the correct ones for the day. If not, find the correct sheets in the sealed plastic sleeve at the back of the notebook.)*
  - c. The **Pill Bottle** for randomly drawing subs.
  - d. And the **N3 Bulletin Board**, which includes current lists of **Priority 1 N3 Unassigned Lottery Players**, **Priority 2 N3 Sub-Only Players**, each team’s **Designated Pitcher** that

season, all of the league's **Certified N3 Pitchers**, the **Umpires** for each game that day, and any other relevant information.

4. Finally, get the **microphone** in the control panel box in the softball closet, so that, if necessary, those on duty can call players to the **Sub Desk**. *(If the panel box is locked or batteries are needed for the microphone, see the Rec Dept staff member on duty.)*
- B. Then work with the day's Board Opener *(who should arrive by 8:30)* to get ready for the 9:00 games. Follow the league's **Procedures and Timelines for Assigning Game Day Subs**. Here is the specific timeline for implementing these procedures:
1. **Prior to 8:30**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  2. **At 8:30** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 9:00 games. Other individuals can continue to sign up below the line after 8:30, but when subs are drawn, those individuals who signed up **prior** to 8:30 will have priority over those individuals who signed up **after** 8:30.
  3. **Between 8:30 and 8:40**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 9:00. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  4. **At 8:40** (20 minutes before game time), work with the day's Board Opener to draw subs for the 9:00 games. Assuming there are enough subs to do so, identify an Injury Sub for the 9:00 games and confirm his availability.
  5. **As soon as possible after drawing subs**, collect the lineups for all 9:00 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  6. If any of the assigned scorekeepers are not present, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President.
- C. Lastly, consult the "N3 SDV/BOD Duty Reminder" that was emailed to you earlier in the week, and complete the rest of your duties as the day's Sub Duty Volunteer. These remaining duties will have been coordinated with the game you will be playing that day. If these duties include working with the Board Opener at 9:55 to select subs for the 10:15 games, follow the same procedures described in (B) above for the 9:00 games.

**Your duties as the day's Sub Duty Volunteer should be completed by 10:00 or shortly after. Many thanks!**

#### **Procedures for the Day's Board Opener (BO): 7:00 – 11:30**

- A. **If rain, wet fields, or predicted storms are likely to force cancellation of the day's games, stand by for a phone call around 7:00 a.m. from the Recreation Department Field Supervisor and help the Supervisor make the day's decision about cancelling or delaying the games.** If games

are cancelled or delayed, the Recreation Department Field Supervisor will arrange for an announcement to be made on The Villages Radio Station (WVLG, 640 AM, 102.7 FM, or 104.5 FM) around 7:30. At your discretion, a follow-up email can be sent to the N3 Board and/or N3 managers confirming the radio announcement.

- B. If games will be played, **arrive at the field before 8:30** and help the day's Sub Duty Volunteer ensure that things are well organized for the day. (*See the "Responsibilities and Procedures for the Day's Sub Duty Volunteer" described above.*)
- C. Then work with the day's Sub Duty Volunteer (*who will have arrived by 8:00*) to get ready for the 9:00 games. Follow the **Procedures and Timelines for Assigning Game Day Subs**. Here is the specific timeline for implementing these procedures:
  - 1. **Prior to 8:30**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  - 2. **At 8:30** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 9:00 games. Other individuals can continue to sign up below the line after 8:30, but when subs are drawn, those individuals who signed up **prior** to 8:30 will have priority over those individuals who signed up **after** 8:30.
  - 3. **Between 8:30 and 8:40**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 9:00. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  - 4. **At 8:40** (20 minutes before game time), work with the day's Sub Duty Volunteer to draw subs for the 9:00 games. Assuming there are enough subs to do so, identify an **Injury Sub** for the 9:00 games and confirm his availability.
  - 5. **As soon as possible after drawing subs**, collect the lineups for all 9:00 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  - 6. If any of the assigned scorekeepers are not present, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President
  - 7. **During the games that follow**, be prepared to respond to calls for one or more **Injury Subs**.
- D. Consult the "N3 SDV/BOD Duty Reminder" that was emailed to you earlier in the week, and complete the rest of your Board Opener duties for the day, which will have been coordinated with the game you will be playing that day. These responsibilities will probably include following the same procedures described in (C) above to **draw subs for the 10:15 games**. If you are not playing a 10:15 game that day, stick around the Sub Desk to ensure that the day is going smoothly, and then stand by to help the Board Closer, who should arrive by 10:30, **draw subs at 11:10 for the 11:30 games**.
- E. **Finally, when the Board Closer arrives and subs have been drawn and lineups have been collected for the 11:30 games, your duties as the day's Board Opener are done. Many thanks!**

### **Procedures for the Day's Board Closer (BC): 10:30 – 1:30**

- A. **Arrive around 10:30**, check in with the Board Opener, and make sure that everything is going smoothly for the day.
- B. Consult the “N3 SDV/BOD Duty Reminder” that was emailed to you earlier in the week and review your specific responsibilities for the day, including assigning subs for the day's remaining games and completing all closing tasks after the last game of the day.
- C. Then get ready for the 11:30 games. Follow the *Procedures and Timelines for Assigning Game Day Subs*. Here is the specific timeline for implementing these procedures:
  1. **Prior to 11:00**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  2. **At 11:00** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 11:30 games. Other individuals can continue to sign up below the line after 11:00, but when subs are drawn, those individuals who signed up **prior** to 11:00 will have priority over those individuals who signed up **after** 11:00.
  3. **Between 11:00 and 11:10**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 11:30. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  4. **At 11:10** (20 minutes before game time), work with any available Board member to draw subs for the 11:30 games. Assuming there are enough subs to do so, identify an **Injury Sub** for the 9:00 games and confirm his availability.
  5. **As soon as possible after drawing subs**, collect the lineups for all 11:30 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  6. If any of the assigned scorekeepers are not present, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President.
  7. **During the games that follow**, be prepared to respond to calls for one or more **Injury Subs**.
- D. After the final game of the day, complete these closing tasks:
  1. Collect the **Scoresheets** from the four clipboards, make sure the final scores for each game add up correctly and also make sure they match the final scores on the **Highlight Sheet** for each game. Then use Dropbox (or some other way) to report the final scores (including forfeits) to Wally Dias as soon as possible so that he can update N3 division standings on the N3 website. (Forfeiting teams lose their game by a score of 7-0.) (*The original Scoresheets can then be discarded.*)
  2. Prepare the **Scoresheet Clipboards** for next week's games and put them in the **N3 Black Box**, along with pens, pencils, pencil sharpener, and white-out. (*The Scoresheets needed for next week are in a separate notebook in the N3 Black Box.*)

3. Take the day's **Highlight Sheets** out of the **Highlights Notebook** and fax them to the *Daily Sun* from a fax machine at the Buffalo Glen or Saddlebrook fields (753-7787 or 753-2380), from home, or from Saddlebrook Rec Center (3-753-7787 or 3-753-2380). (*Keep the original **Highlight Sheets** until Wednesday of the next week when write-ups appear in the Daily Sun, in case there is need for them. After Wednesday, discard the original **Highlight Sheets**.*)
4. Prepare the **Highlights Notebook** for next week's games and put it in the **N3 Black Box**. (*The **Highlight Sheets** needed for next week are in a pocket sleeve at the back of the notebook.*)
5. Collect the day's **Sub Sign-Up Sheets** from the **Sub Notebook** and leave them in the **N3 Black Box**. The Board member who monitors and records both the subs needed by each team each week and any team forfeits that week will pick up the **Sub Sign-Up Sheets** after the day's games and enter the data in the Board's data base of weekly sub assignments and forfeits for each team.
6. Prepare the **Sub Notebook** for next week's games and put it in the **N3 Black Box**. (*The **Sub Sign-Up Sheets** needed for next week are in a pocket sleeve at the back of the notebook.*)
7. Return the **Pill Bottle** to the **N3 Black Box**.
8. Lock the **N3 Black Box**.
9. Take the **N-3 Bulletin Board** back upstairs and store it near the **N3 Black Box**.
10. Return the **microphone** to the control panel box in the softball closet.
11. Finally, return the card table to the softball closet.

**You're done for the day! Many thanks!**



**Procedures and Timelines for Sub Duty Volunteers, Board Openers, and Board Closers**  
**During Seasons with N3 Games Scheduled in Four Timeframes:**  
**9:00, 10:15, 11:30, and 12:45**

Several days prior to each Saturday, the Coordinator of SDV/BOD Responsibilities will email an “N3 SDV/BOD Duty Reminder” to that week’s Sub Duty Volunteer (SDV), Board Opener (BO), and Board Closer (BC) summarizing their individual responsibilities during the coming Saturday.)

**Responsibilities and Procedures for the Day’s Sub Duty Volunteer (SDV): 8:00 – 10:00**

(**Note:** Sub Duty Volunteers have no responsibility for determining play during inclement weather. The Recreation Department Field Supervisor and Board Opener will handle this. Just listen to the radio for cancellation announcements.)

A. **Arrive at 8:00** and complete these four tasks to begin the day:

1. Set up the **Sub Desk** near the concession stand. (*This is the card table stored in the softball closet.*)
2. Then go upstairs, get the **Scoresheet Clipboards**, pens, pencils, pencil sharpener, and white-out for the day from the **N3 Black Box**. (The combination on both sides of the box is “000.”) Set the clipboards out for each field’s N3 scorekeepers that day. (*The Board Closer from the prior week should have already prepared the clipboards for the day, but make sure the day’s Scoresheets are correct. If any are missing or incorrect, find the correct Scoresheets in the Scorekeeper’s Notebook in the N-3 Black Box.*)
3. Then get the following materials from the **N3 Black Box** and organize them on or near the **Sub Desk**:
  - a. The **Sub Notebook** with that day’s **Sub Sign-Up Sheets** ready to go and with pens or pencils for signing up. (*The Board Closer from the prior week should have already prepared the Sub Notebook for the day’s games, but make sure the Sub Sign-Up Sheets are the correct ones for the day. If not, find the correct sheets in the sealed plastic sleeve at the back of the notebook.*)
  - b. The **Highlights Notebook** with that day’s **Highlight Sheets** ready to go and with a pen for completing. (*Again, the Board Closer from the prior week should have already prepared the Highlights Notebook for the day’s games, but make sure the Highlight Sheets are the correct ones for the day. If not, find the correct sheets in the sealed plastic sleeve at the back of the notebook.*)
  - c. The **Pill Bottle** for randomly drawing subs.
  - d. And the **N3 Bulletin Board**, which includes current lists of **Priority 1 N3 Unassigned Lottery Players**, **Priority 2 N3 Sub-Only Players**, each team’s **Designated Pitcher** that

season, all of the league's **Certified N3 Pitchers**, the **Umpires** for each game that day, and any other relevant information.

4. Finally, get the **microphone** in the control panel box in the softball closet, so that, if necessary, those on duty can call players to the **Sub Desk**. *(If the panel box is locked or batteries are needed for the microphone, see the Rec Dept staff member on duty.)*
- B. Then work with the day's Board Opener (*who should arrive by 8:30*) to get ready for the 9:00 games. Follow the league's **Procedures and Timelines for Assigning Game Day Subs**. Here is the specific timeline for implementing these procedures:
1. **Prior to 8:30**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  2. **At 8:30** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 9:00 games. Other individuals can continue to sign up below the line after 8:30, but when subs are drawn, those individuals who signed up **prior** to 8:30 will have priority over those individuals who signed up **after** 8:30.
  3. **Between 8:30 and 8:40**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 9:00. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  4. **At 8:40** (20 minutes before game time), work with the day's Board Opener to draw subs for the 9:00 games. Assuming there are enough subs to do so, identify an Injury Sub for the 9:00 games and confirm his availability.
  5. **As soon as possible after drawing subs**, collect the lineups for all 9:00 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  6. If any of the assigned scorekeepers are not present, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President.
- C. Lastly, consult the "N3 SDV/BOD Duty Reminder" that was emailed to you earlier in the week, and complete the rest of your duties as the day's Sub Duty Volunteer. These remaining duties will have been coordinated with the game you will be playing that day. If these duties include working with the Board Opener at 9:55 to select subs for the 10:15 games, follow the same procedures described in (B) above for the 9:00 games.

**Your duties as the day's Sub Duty Volunteer should be completed by 10:00 or shortly after. Many thanks!**

#### **Procedures for the Day's Board Opener (BO): 7:00 – 11:30**

- A. **If rain, wet fields, or predicted storms are likely to force cancellation of the day's games, stand by for a phone call around 7:00 a.m. from the Recreation Department Field Supervisor and help the Supervisor make the day's decision about cancelling or delaying the games.** If games

are cancelled or delayed, the Recreation Department Field Supervisor will arrange for an announcement to be made on The Villages Radio Station (WVLG, 640 AM, 102.7 FM, or 104.5 FM) around 7:30. At your discretion, a follow-up email can be sent to the N3 Board and/or N3 managers confirming the radio announcement.

- B.** If games will be played, **arrive at the field before 8:30** and help the day's Sub Duty Volunteer ensure that things are well organized for the day. (*See the "Responsibilities and Procedures for the Day's Sub Duty Volunteer" described above.*)
- C.** Then work with the day's Sub Duty Volunteer (*who will have arrived by 8:00*) to **get ready for the 9:00 games**. Follow the *Procedures and Timelines for Assigning Game Day Subs*. Here is the specific timeline for implementing these procedures:
1. **Prior to 8:30**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  2. **At 8:30** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 9:00 games. Other individuals can continue to sign up below the line after 8:30, but when subs are drawn, those individuals who signed up **prior** to 8:30 will have priority over those individuals who signed up **after** 8:30.
  3. **Between 8:30 and 8:40**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 9:00. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  4. **At 8:40** (20 minutes before game time), work with the day's Sub Duty Volunteer to draw subs for the 9:00 games. Assuming there are enough subs to do so, identify an **Injury Sub** for the 9:00 games and confirm his availability.
  5. **As soon as possible after drawing subs**, collect the lineups for all 9:00 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  6. If any of the assigned scorekeepers are not present, recruit other players to fill in for them, and then report the team responsible for that game's scorekeepers to the N3 Board President
  7. **During the games that follow**, be prepared to respond to calls for one or more **Injury Subs**.
- D.** Consult the "N3 SDV/BOD Duty Reminder" that was emailed to you earlier in the week, and complete the rest of your Board Opener duties for the day, which will have been coordinated with the game you will be playing that day. These responsibilities will probably include following the same procedures described in (C) above **to draw subs for the 10:15 games**. If you are not playing a 10:15 game that day, stick around the Sub Desk to ensure that the day is going smoothly, and then stand by to help the Board Closer, who should arrive by 10:30, **draw subs at 11:10 for the 11:30 games**.
- E.** **Finally, when the Board Closer arrives and subs have been drawn and lineups have been collected for the 11:30 games, your duties as the day's Board Opener are done. Many thanks!**

### **Procedures for the Day's Board Closer (BC): 10:30 – 2:30**

- A. Arrive around 10:30**, check in with the Board Opener, and make sure that everything is going smoothly for the day.
- B.** Consult the “N3 SDV/BOD Duty Reminder” that was emailed to you earlier in the week and review your specific responsibilities for the day, including assigning subs for the day’s remaining games and completing all closing tasks after the last game of the day.
- C. Then get ready to draw subs for the 11:30 and 12:45 games.** Follow the *Procedures and Timelines for Assigning Game Day Subs*. Here is the specific timeline for implementing these procedures:
- Prior to 11:00**, monitor signups and make sure that players sign up on the **Sub Sign-Up Sheet** in their correct priority category.
  - At 11:00** (30 minutes before game time), draw a line under the names of those individuals who have signed up to sub during the 11:30 games. Other individuals can continue to sign up below the line after 11:00, but when subs are drawn, those individuals who signed up **prior** to 11:00 will have priority over those individuals who signed up **after** 11:00.
  - Between 11:00 and 11:10**, make sure that you have recorded on the **Sub Sign-Up Sheet** the number of subs needed by each team that will be playing at 11:30. If additional subs will be needed, do your best to recruit them during these 10 minutes.
  - At 11:10** (20 minutes before game time), work with any available Board member to draw subs for the 11:30 games. Assuming there are enough subs to do so, identify an **Injury Sub** for the 9:00 games and confirm his availability.
  - As soon as possible after drawing subs**, collect the lineups for all 11:30 games and take them upstairs to the scorekeepers assigned to each game. Make sure that teams are clearly identified on the lineups. Also make sure that managers have clearly identified on their lineups the players who will need runners.
  - If any of the assigned scorekeepers are not present, recruit other players to fill in for them, and then report the team responsible for that game’s scorekeepers to the N3 Board President.
  - During the games that follow**, be prepared to respond to calls for one or more **Injury Subs**.
- D.** Follow the same procedures described in (C) above **to draw subs for the 12:45 games**. Call upon any available Board member to help with these sub assignments.
- E.** After the final game of the day, complete these closing tasks:
- Collect the **Scoresheets** from the four clipboards, make sure the final scores for each game add up correctly and also make sure they match the final scores on the **Highlight Sheet** for each game. Then use Dropbox (or some other way) to report the final scores (including forfeits) to Wally Dias as soon as possible so that he can update N3 division standings on the N3 website. (Forfeiting teams lose their game by a score of 7-0.) (*The original Scoresheets can then be discarded.*)

2. Prepare the **Scoresheet Clipboards** for next week's games and put them in the **N3 Black Box**, along with pens, pencils, pencil sharpener, and white-out. (*The **Scoresheets** needed for next week are in a separate notebook in the **N3 Black Box**.*)
3. Take the day's **Highlight Sheets** out of the **Highlights Notebook** and fax them to the *Daily Sun* from a fax machine at the Buffalo Glen or Saddlebrook fields (753-7787 or 753-2380), from home, or from Saddlebrook Rec Center (3-753-7787 or 3-753-2380). (*Keep the original **Highlight Sheets** until Wednesday of the next week when write-ups appear in the *Daily Sun*, in case there is need for them. After Wednesday, discard the original **Highlight Sheets**.*)
4. Prepare the **Highlights Notebook** for next week's games and put it in the **N3 Black Box**. (*The **Highlight Sheets** needed for next week are in a pocket sleeve at the back of the notebook.*)
5. Collect the day's **Sub Sign-Up Sheets** from the **Sub Notebook** and leave them in the **N3 Black Box**. The Board member who monitors and records both the subs needed by each team each week and any team forfeits that week will pick up the **Sub Sign-Up Sheets** after the day's games and enter the data in the Board's data base of weekly sub assignments and forfeits for each team.
6. Prepare the **Sub Notebook** for next week's games and put it in the **N3 Black Box**. (*The **Sub Sign-Up Sheets** needed for next week are in a pocket sleeve at the back of the notebook.*)
7. Return the **Pill Bottle** to the **N3 Black Box**.
8. Lock the **N3 Black Box**.
9. Take the **N-3 Bulletin Board** back upstairs and store it near the **N3 Black Box**.
10. Return the **microphone** to the control panel box in the softball closet.
11. Finally, return the card table to the softball closet.

**You're done for the day! Many thanks!**



### Procedures for Certifying Pitchers in N3

1. To pitch in N3 as either a roster pitcher (including a team's "designated pitcher" for a season) or a sub pitcher, a player must satisfy at least one of the following three conditions:
  - Be an experienced Rec 3 or N3 pitcher
  - Be a certified Rec 3 pitcher (See the *Division 3 Rules and Regulations* for a description of the procedures used in Rec 3 to "certify" pitchers.)
  - Be a certified N3 pitcher
2. A player who wants to become a certified N3 pitcher should contact the N3 Coordinator of Teams and Team Rosters, who will forward the request to the N3 Committee for Certifying N3 Pitchers.
3. The N3 Committee for Certifying N3 Pitchers includes three Board members, one who is an experienced pitcher in N3, one who is a member of the N3 umpire roster, and one who is neither a pitcher nor an umpire in N3. If a pitcher or umpire is not available, the Board President will select an alternative Board member to serve on this three-person committee.
4. The Committee will schedule and conduct the following procedures to evaluate the player's ability to pitch and to safely field balls hit back at him:
  - The player will pitch a simulated game from the mound to a catcher (one Committee member) with a second Committee member standing in the batter's box (from both sides of the plate) while the third Committee member acts as the umpire. The simulated game will be three innings in length, and the second and third innings will begin after the pitcher records three strike outs. For each simulated batter, the count will begin with one ball and one strike. Both the pitcher's strikeouts and his walks will be recorded during the three innings.
  - Following the simulated game of pitching, one of the Committee members will hit a minimum of 15 ground balls, line drives, and pop-ups to the pitcher, and his success in safely fielding these hits will be recorded.
5. Based on the player's performance in both pitching and fielding, the Committee will decide whether or not the player has performed sufficiently well to be a "certified N3 pitcher" and will convey this decision to the N3 Coordinator of Teams and Team Rosters. Shortly after, the Coordinator will notify the player of the Committee's decision.
6. If certified, the player will be added to the N3 List of Experienced and Certified Pitchers and, if appropriate, to the N3 List of Designated Pitchers for that season.



**Procedures for Declaring an N3 Game Forfeit  
Due to Insufficient Roster Players**

1. To avoid a game forfeit, a team must have at least seven (7) of its regular roster players listed in its lineup for a game.
2. It must also have a minimum of ten (10) players listed in the lineup, including substitutes, in order to play an official N3 game.
3. During all three seasons in N3, the maximum number of subs that can be assigned to a team is 3. If a team has only 7 roster players in its lineup, it can receive 3 subs, but the team must then play with 10 players and catch for itself. If a team has 8-10 roster players in its lineup, but there are not enough subs to get the team to 11 players, the opposing team must catch for it.
4. Team lineups must be submitted to those on duty at the Sub Desk 20 minutes before game time.
5. If a team submits its lineup 20 minutes before game time without at least seven (7) of its regular roster players listed in the lineup, the game will be declared a forfeit, and the forfeiting team will lose the game by a score of 7-0. This is N3's "20 minutes before game time rule" for declaring forfeited games due to insufficient roster players.
6. If weather conditions after declaring the forfeit result in cancellation of other games either before or after those games begin, the forfeit will still be recorded as a forfeit.
7. If a game is forfeited, players from either team involved in the forfeit will be "Priority 2 subs" if they wish to sign up to sub in other games that day. If after subbing in one game they wish to sign up to sub in an additional game, they will be "Priority 4 subs."
8. If a game is forfeited, the two teams involved in the forfeit can choose to play an informal game (with or without umpires), but the results of this informal game will not count in either team's win/loss record or in the division standings.
9. Finally, as a courtesy to others (the opposing team players, assigned umpires, the day's sub duty staff, etc.), managers are encouraged, but not required, to notify the N3 Board President in advance if they expect to forfeit a game, but the forfeit will not be official until 20 minutes before the game is scheduled to be played. If the game is cancelled because of rain, lightning, heat, unplayable fields, etc. before the forfeit can be made official, the game will be a cancelled game, not a forfeit.



**Procedures for Cancelling (or Delaying) N3 Games  
Due to Rain, Lightning, or Other Weather Conditions**

**1. Prior to Beginning the Day's First Scheduled Games (Usually 9:00 a.m.)**

On game day, initial responsibility for monitoring weather and field conditions and cancelling (or delaying) games for that day is shared among the Rec Dept groundskeepers and that day's N3 Board Opener, who will be called by a Rec Dept representative between 7:00 and 7:30 if game cancellations (or delays) are likely. After consultation, the N3 Board Opener will make the final decision about cancelling (or delaying) games for the day. As soon as a decision is made to cancel (or delay) games, the Rec Dept representative will notify WVLG 640 AM, which typically announces game cancellations (or delays) multiple times beginning around 7:30.

Team managers and players should not call the radio station, but should continue to listen to WVLG until the day's first games begin (usually 9:00). If no announcement is made prior to the first scheduled games, managers and players should assume that all games that day will be played as scheduled.

**2. After Games Have Begun**

After scheduled games have begun, responsibility for monitoring weather and field conditions and delaying or calling games because of rain rests with each game's two-person umpire team. Decisions can vary from game to game depending upon field conditions, the prospects for continuing rain, the status of a game, safety risks on that particular field, preferences of the two team managers, decisions made on other fields, and common sense. The ultimate decision to delay or call a game because of rain rests solely with that game's two-person umpire team.

If, however, lightning is seen by an umpire or by the N3 Board Opener or Board Closer on duty that day, all play on all fields must stop immediately, all fields must be cleared, and everyone should take cover in safe locations. Play should not resume until 20 minutes after the last lightning flash has been seen. If the thunder and lightning storm passes quickly, 20 minutes have elapsed since the last lightning flash, and the fields are still playable, the N3 Board Opener and/or Board Closer will make the decision on resuming play. If the decision is to resume play, any team that refuses to resume play will incur a forfeit. If, however, the thunder and lightning storm continues long enough to make the fields unplayable, the N3 Board Opener and/or Board Closer will call all games in progress.

Games that are called because of weather conditions are considered to be complete games after 4 ½ innings if the home team is ahead and after 5 innings if the visiting team is ahead. Games that are called after 5 innings revert to the score at the beginning of that inning. Incomplete or cancelled games have no winner and no loser.

**3. Decisions About Subsequent Games Scheduled That Day**

If one or more games in a particular timeframe are cancelled or called because of weather or field conditions, the N3 Board Opener and/or Board Closer will consult with the Rec Dept

**groundskeeper(s) on duty that day and will then decide whether games scheduled in subsequent timeframes that day will be allowed to begin or be cancelled.**

**If subsequent games are allowed to begin, players whose earlier game(s) were cancelled will be allowed to sign up as P2 subs for these subsequent games.**

Procedures for Dealing with Summer Heat in N3 Games

1. Taking a Five-Minute Break Midway Through a Game

When the heat index reaches 104°, teams must take a five-minute break midway through an N3 game. Otherwise it is the responsibility of the game's two umpires to decide whether to take a break because of excessive heat. At their discretion, umpires will consult with the game's managers around the third or fourth inning to determine if a break will be taken. If the umpires and managers agree that there is no need for a break, none will be taken. If either team requests a break, it will be taken. Any team that refuses to take a break called by the umpires will incur a forfeit.

2. Making Game Decisions When the Heat Index Reaches 104°

- a. When the temperature at The Villages weather station reaches a heat index of 104°, the Rec Dept staff member on duty at the fields will inform the N3 Board Opener and/or Board Closer on duty that day.
- b. For games in progress, the N3 Board Opener and/or Board Closer will immediately pass this information on to the home plate umpire of each game. The two umpires of that game will then consult with the managers of the two teams at the end of the next complete inning and give them three options:
  - (1) Continue to play ball until the game is officially over, taking breaks as appropriate.
  - (2) Decide to play for a specific number of additional innings (for example, two additional innings) with the understanding that the game will be called at the end of those additional innings and that the score at that point in the game will be the final score of the game.
  - (3) Immediately call the game and stop play in the interest of health and safety. Games that are called because of heat are considered to be complete games after 4 ½ innings if the home team is ahead and after 5 innings if the visiting team is ahead. Games that are called after 5 innings revert to the score at the beginning of that inning. Incomplete games have no winner and no loser.

If the two managers cannot agree on one of these three options, the third option will be the default.

- c. For games yet to begin, the N3 Board Opener and/or Board Closer that day will (1) meet with the managers involved in each game, (2) inform them that the heat index at The Villages weather station has reached 104°, and (3) give them two options:
  - (1) Begin their scheduled game, take breaks as appropriate, and either play the game to completion or to the point that the two teams mutually decide to call the game in the interest of health and safety. Games that are called because of heat are considered to be complete games after 4 ½ innings if the home team is ahead and after 5 innings if the visiting team is ahead. Games that are called after 5 innings revert to the score at the beginning of that inning. Incomplete games have no winner and no loser.

**(2) Cancel the game before it begins, and treat it as an incomplete game with no winner and no loser.**

**If either team opts not to play, the second option will be the default.**