



Fairmount Park Women's Softball League Guidelines

2018

Board Officers and Terms

Chair – (2 year term)

- Scheduling games / make up games*
- Negotiate rate for field maintenance*
- Check on field conditions - Sundays*
- Ensure all rules and by laws are upheld*
- Attend and facilitate all league meetings*
- Represent FPWSL at all times*

Co Chair – (2 year term)

- Scheduling games / make up games*
- Check on field conditions - Wednesdays – Fridays*
- Fill in for Chair when not available*
- Liaison with umpires / negotiate rate with umpires / coordinate schedule with umpires*
- Attend all board meetings*
- Represent FPWSL at all times*

Secretary – (2 year term)

- Email meeting reminders to teams*
- Take minutes at meeting (coordinate task when not available)*
- Email meeting minutes to teams*
- Get information throughout season to teams via e-mail/phone if necessary*
- Maintain FPWSL e-mail address*
- Hand out/collect/maintain team rosters*
- Send copies of permits to team reps*
- Attend all board meetings*
- Stay in touch with chair to assure all administrative duties are managed/completed*
- Represent FPWSL at all times*

Treasurer – (2 year term)

- Collect and maintain records for all team league fees*
- Maintain bank accounts*
- Assure all league payments are made in a timely manner Provide league with monthly statement of bank account*
- Provide league with annual budget*
- Report any concerns / issues to league*
- File permits for fields*
- File ASA membership*
- Attend all board meetings*
- Represent FPWSL at all times*

Commissioner – (1 year term)

- Handle all processes for new player recruitment (Any other duties agreed upon)*
- Update hotline*
- Check on field conditions when possible*
- Run practice field lottery*
- Attend all board meetings*
- Represent FPWSL at all times*



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Web Master --- (1 year term)

Handle all Website – Hotline and Social Media

Attend all board meetings

Represent FPWSL at all times

Team Representative – to be determined by individual teams

Attend every league meeting

Be prepared to vote (at meeting) on team's behalf

Voting

Each team has one vote.

Board Officers have total of 1 vote (board only votes if tie breaker is needed).

Motion to pass – requires majority of votes (no absentee votes will be permitted)

Finances

Annual Budget will be approved and documented prior to upcoming year.

Any costs other than start-up will require discussion and approval at a board meeting before any funds can be approved.

All approvals must be documented in meeting minutes.

Checking account will have two authorized league board signatures.

League Fees

Each team will be required to pay an approved annual League fee.

The payment schedule is as follows:

Feb meeting - \$250 deposit

April meeting -League fees paid in full

June meeting - umpire fees due

(League fees include balls and regular season umpire fees – all playoff umpire fees will be paid by participating teams. Championship game umpire fees will be paid by league)

Meeting Schedule

League meetings will be scheduled February thru September.

All teams must be represented at all scheduled league meetings.

\$25.00 fine will be assessed to any team without representation at scheduled league meeting.



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Treasurer / Financial Statement

Financial report will be provided at each meeting.

Financial report should include current balance / payables / outstanding receivables.

Rules

Playing Rules should be reviewed and approved prior to start up each year – Team Representatives will be responsible to communicate to team members.

Scheduling of Games / Playoffs

The number of regular season games and playoff games will be dependent upon number of teams and field availability each year.

Eligibility

Players must be at least 18 years of age.

Players must sign Team Roster before playing in any league scheduled games.

Rosters

Original Team Roster must be signed by each player.

Team Rosters must be signed and submitted before Regular Season begins.

Players must sign Team Roster before playing in any league game.

2018 Season --- Closed Roster --- no players can be added after June 1, 2018. Final

Team Roster must be submitted to Board by June 1, 2018.

Playoff Eligibility

Any/all team fees (team fines/league fundraising) must be paid in full prior to playoffs.

Players must have played in at least 1/3 regular season games (6 games if 18 games scheduled).

Meeting Format

- Any player is welcome to attend scheduled league meetings.
- There should be one Team Representative appointed to vote or voice concerns/comments.
- Agenda topics will be identified prior to the meeting.
- Topics for agenda should be submitted to Secretary at least 10 days prior to meeting.
- Depending on time – a specific topic may be bumped to following meeting.
- Any topic that requires an approval or league vote will be presented and discussed at initial meeting and then voted on at the following meeting.
- Agenda will be generated to track items for discussion and items for approval.



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League Celebrations

Belmont Ball or any other type of End of Year Celebration costs will be limited and fronted by the league. All celebration profits will be returned to League.

All Star Game – league funded.

All awards will be provided by league (1st Place Team Champs, Playoff Champs, MVP of Playoffs, Coach, Player and Scorekeeper of the Year).

League Fundraiser

Bowling Fundraiser planned for Feb 2018. Help lower the cost of the End of Year Party.

Board Member Conduct – Removal – Resignation

Board members must represent the league at all times. Any board member unable to perform assigned tasks or any behavior that negatively impacts the board or league can result in removal or resignation. If board members (majority) cannot agree on decisions/recommendations - the team reps will be contacted and asked to vote to determine outcome.

Board Members

April Tvarok – Chair (2018-2019)

Cynthia Ortiz Fendrick – Co Chair (2017-2018)

Liz Klakowicz – Commissioner/Recruitment (TDB)

Britt Kleine – Secretary (2018-2019)

Rosanna Sparkes – Treasurer (2018-2019)

Mel Subacus – Web Master (2018)

League Guidelines will be reviewed and approved each year.