



Fairmount Park Women's+ Softball League Guidelines

2019

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*
- Attend and facilitate all board meetings*
- Represent FPW+SL 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*
- Attend all league meetings*
- Represent FPW+SL 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 FPW+SL e-mail address*
- Hand out/collect/maintain team rosters*
- Send copies of permits to team reps*
- Attend all board meetings*
- Attend all league meetings*
- Stay in touch with chair to assure all administrative duties are managed/completed*
- Represent FPW+SL 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*
- Attend all league meetings*
- Represent FPW+SL at all times*



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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
Attend all league meetings
Represent FPW+SL at all times

Web Master --- (1 year term)

Handle all Website – Hotline and Social Media
Coordinate with Treasurer regarding PayPal payments
Attend all board meetings
Attend all league meetings
Represent FPW+SL 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 player will be required to pay ___\$85___ in fees for the 2019 season. (Fees include umpire fees, field permits, as well as ASA registration)

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.

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

2019 Season --- Closed Roster --- no players can be added after June 1, 2019.

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 (5 games if 16 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 League email 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, Coach, Player and Scorekeeper of the Year).

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)

Amber Adams– Co Chair (2019-2021)

Michelle Mancuso– Commissioner/Recruitment (2019)

Erin Maloney – Secretary (2019-2020)

Rosanna Sparkes – Treasurer (2018-2019)

Jess Mills – Web Master (2019)

League Guidelines will be reviewed and approved each year.