



BOARD MEMBER HANDBOOK

MEETINGS

1. All board members will submit a written report if unable to attend a board meeting.
2. The following will attend all board meetings and hold one vote each on all league business: President, Vice President, Secretary, Treasurer, Player Agent, Registrar, NorCal Representatives, all Division Representatives, Publicity Agent, Snack Bar Coordinator(s), Equipment Manager, Uniform Coordinator, Sponsor Coordinator, Field Coordinator, Umpire Coordinator, Umpire-in-Chief, and Winterball Commissioner.
3. All regular league business requires a quorum vote of more than 50% of the voting officers. If a quorum is not present after adequate notice (48 hours), board members present will be considered a quorum.
4. A general meeting will be held each October. All adults in attendance will have 1 vote. Closing day ceremonies will be the date of the second general meeting. All regular meetings will be open to the public.
5. Any board member missing more than 3 meetings without board approval may be dismissed by the board.

FUND RAISERS

1. Candy sales
2. Snack bar
3. Rookie Allstar/Warm-up tournament

OPENING DAY CEREMONIES AGENDA

1. Welcome by President
2. National Anthem/American Flag
 - Music
 - Get someone to sing
3. Introduce Board Members.
 - Have volunteers help run the snack bar so all Board Members can participate and be introduced.
- 4. Announce Allstars. *Extra Innings Award Announcement*
5. Announce banner winners.
 - Get judges ahead of time.
 - Instruct coaches/managers to hang banners on backstop early in the day for judging.
6. Announce results/winners of candy sale.
7. 1st Pitch
 - Invite someone to throw the 1st pitch (perhaps past president or community member.)

THINGS TO DO:

- Publicity Agent to get representative from local paper.
- Helium for balloons. Get big tank. Buy a few spools of ribbon for balloons.
- Have table set up so Secretary or someone can hand out the handbooks. Keep a log of which teams pick up their books. Manager or Coach are the only ones that should pick up their handbooks for them.
- Parking attendants – At least two adults to help with parking.

CLOSING DAY CEREMONIES AGENDA

1. Closing ceremonies begin at 12:00 p.m. or when upper divisions complete their first game.
2. Participation trophies to be handed out to Little Ladies Division after their games are complete.
3. Players wearing their uniform will receive a free hot dog and soda.
4. Trophies handed out to divisions as follows:
 - Rookie Division – 1st through 4th place, participation trophy for all others.
 - Minor Division – 1st through 4th place, participation trophy for all others.
 - Major Division – 1st through 4th place.
5. Announce new Board Members and any positions that need to be filled.
6. Announce All-Star players.
7. Announce All-Star coaches and managers.
8. Announce Winterball sign-ups.

Things to do:

- Have volunteers help run the snack bar.
- Have table set up for trophies.

JOB DESCRIPTIONS

PRESIDENT

1. Should have served one year on the board.
2. Is the Chairperson of the Board of Directors and presides over the Board, General, and special meetings.
3. Will coordinate all league activities, equipment, and assets.
4. Is responsible for all IRS and state tax duties and liability insurance (filing and fees.)
5. Will report to the board when necessary or directed.
6. Will observe that all rules, policies and principles of Five Cities Girls Fastpitch Softball League are obeyed.
7. May authorize expenditures up to \$100.00 per action without board approval. Will notify Treasurer and provide a receipt within 48 hours.
8. Will report to board on random scorebook checks.
9. Will attend a minimum of two NorCal meetings per year.
10. Will remain as an advisor to the board after completing term or terms in office.

VICE PRESIDENT

1. Presides in the absence of the President.
2. Assists the President with all local and NorCal league activity.
3. May request special meetings with the Board for unresolved problems.
4. Is responsible for arranging photographers for team pictures.
5. May form a committee, and will select and purchase trophies with a minimum of 2 bids and board approval.
6. Coordinates the Cookie Social.
7. Makes arrangements for Porta-Potties for regular season and tournaments.

TREASURER

1. Is responsible for all monies.
2. Receives and disburses all monies of the league as directed by the board.
3. Will submit a financial report at all board meetings.

SECRETARY

1. Will keep permanent minutes of all meetings.
2. Will be in charge of all correspondence.
3. Will be responsible for logging all injuries and submitting insurance claims.
4. Will distribute a copy of the minutes to all board members.
5. Will prepare all handbooks.
6. Will prepare all rule books and distribute to all managers, coaches, and player's parents upon request at sign-up.
7. Will prepare coaches and managers packet for the coaches and managers meeting.

EQUIPMENT MANAGER

1. May arrange a committee to assist.
2. Is in charge of equipment, and must have it in good condition before the season begins.
3. Money needed for new equipment must have board approval.
4. A minimum of 2 bids must be presented to the board for approval.

UNIFORM COORDINATOR

1. May arrange a committee to assist.
2. Will have uniforms ready for all Major, Minor, Rookie, and Little Lady players before the season begins, and for All Stars before the tournaments begin.
3. Is responsible for all ASA and Five Cities patches; should order enough for each player.
4. Will make available to general membership, sweatshirts, hats, visors, pins, etc., when approved and requested by the board.

SPONSOR COORDINATOR

1. May arrange a committee to assist.
2. Is responsible for getting sponsors for all major, minor, rookie, and little ladies teams before the season begins.
3. Works with player agent for team names, sponsor and team colors.
4. Gets sponsors for all divisions to help with NorCal tournaments.
5. Seeks prize donations from area merchants.
6. Reports to board at all board meetings.
7. Will write thank you letters to all Five Cities Sponsors.

UMPIRE-IN-CHIEF

1. Will receive official protests from team managers for presentation to the board.
2. Will make arrangements for umpires, both paid and/or volunteer.
3. Will conduct meetings for umpires, managers, coaches and score keepers for information and rule interpretation.
4. Will have at least 1(one) umpire clinic before the season starts.
5. Will test all umpires.

UMPIRE COORDINATOR

1. Will assist Umpire-In-Chief
2. Will schedule umpires for all games.
3. Will assist Umpire-In-Chief with obtaining umpires.
4. Review/evaluate umpires to ensure doing a good job.

FIELD COORDINATOR

1. May arrange a committee to assist.
2. Is responsible for having all fields ready before each game or tournament.
3. Recruits and supervises field prep person.
4. Is in charge of setting up work days and notifying each coach/manager of the dates and times.
5. Is responsible for obtaining playing fields and providing insurance certificates to all schools containing those fields.
6. Is responsible for rescheduling rained out games and notifying teams, Player Agent, and Umpire Coordinator.

DIVISION REPRESENTATIVES:

LITTLE LADIES, ROOKIE, MINOR, AND MAJOR REPS

1. Division reps will work with that division and keep managers informed of what's going on in the league.
2. Should have previous experience as a manager or coach.
3. Assists new managers and coaches when requested or required.
4. Should distribute information to all managers and coaches in their division.
5. Will represent all managers and coaches to the board in an honest and Impartial manner, presenting the views of the majority.

NORCAL REPRESENTATIVE (2 Representatives)

1. Will attend all NorCal meetings, representing Five Cities Girls Fast Pitch Softball League and report to the board. Each rep will attend every other meeting.
2. In the event they are unable to attend a NorCal meeting, representative will send a proxy in their place.

WINTER BALL COMMISSIONER

1. May arrange a committee to assist.
2. Advertises for Winter Ball sign-ups at Closing Ceremonies. Has sign-up sheet available for players, coaches, and managers to sign up for Winter Ball.
4. Calls coaches and managers and advises them of team and division. Ensures that we have enough coaches and managers. Calls all girls and informs them they have been put on a team or there are not enough coaches and managers so they have not been placed on a team. Ask parent if they want to be coach or manager or can they suggest someone.
5. Ask treasurer to pay for Winter Ball tournament fees.

REGISTRAR

September:

1. Get Board to set dates and times for walk-in registration.

Walk-in registration:

- recommend 2 Saturday's in January 10:00 a.m. - 2:00 p.m.
- recommend 1 Monday night in January 6:00 p.m. to 8:00 p.m.

Late registration:

- recommend 1 Monday night in January 6:00 p.m. to 8:00 p.m.
- Note: Waiting List to start at 8:00 p.m. after late registration date.

2. Get registration form and info flyer (from Publicity Agent) ready for Board Approval at September meeting. Approval needed from Board for the following:
 - Registration/information flyer content and layout
 - Registration fees: (See current year's flyer)

October:

1. Registration form and info flyers should be mailed out to returning players no later than 2nd week in November.

November:

1. Registrar, Player Agent, and Treasurer work together on registration.

Either the Registrar, Player Agent, or Treasurer will pick up registration forms from the League's Post Office Box (P.O. Box 1134, Loomis Post Office, Taylor Road) daily. Treasurer takes receipt of payments, and Registrar takes receipt of the registration forms.

As registration forms start coming in, do the following for each:

1. Mark the amount paid and check # on the lower portion of the form. (Treasurer may have already done this.)
2. Verify Birth Certificate and age. Our cut off date is September 1, 19XX (XX being the current year). Circle the appropriate division, based on age, on the lower portion of the form:

Little Ladies	Ages 5-7
Rookies	Ages 8-9
Minors	Ages 10-12
Majors	Ages 13-16

Note: Board approval is required for a player to move to a division out of their age bracket. Most moves up are granted, while almost all moves down are denied.

3. Enter data from each form onto the program called "League Organizer".

- Instructions and diskettes are provided.
4. When data has been entered into the computer, give original registration (with birth certificate attached) to the Player Agent. The Player Agent will use the registration forms to start preparing for the draft nights.

December:

1. Registrar, Player Agent, and Treasurer continue to work on registration.
2. Registrar should start preparing for Walk-In Registration. Ask for volunteers at the December Board Meeting to assist you at the Walk-In Registrations in January.
 - List of coaches and managers from registration. Board will approve all coaches and managers.
 - Bring list of players requesting a division move for board approval.
 - Bring list of players requesting financial sponsorships for board approval.
3. The Field Coordinator will reschedule games called off due to foul weather.

January:

1. Conduct walk-in registration and late registrations. Walk-In registration is run by the Registrar. Remind the Board Members who volunteered to assist at the registrations.
2. Registration is closed at the end of Late Registration day. **NO EXCEPTIONS.**
3. Start a waiting list. Take the following information from players requesting to be place on the waiting list:
 - a. Date called
 - b. Players name, address and phone number
 - c. Players age and date of birth
 - d. Group players by division.

Remind player on waiting list, that if they are placed on a team, they are ineligible to pitch during the season per league rules.

4. Notify Umpire-In-Chief of potential umpires from the registration forms.
5. Notify the Sponsor Coordinator of potential sponsors from the registration forms.

February:

1. Continue taking names for the waiting list. After the draft nights, give the current waiting list to the Player Agent for team assignments, if space is available.
2. As players from the waiting list are assigned to teams, the Player Agent will notify you and you need to enter the player's data in the computer.
3. After draft night, the Player Agent will notify you of team rosters. You will update

the computer and print out a roster for each team. This roster will be given to the managers at the Cookie Social. In addition, the Player Agent will make a copy of the registration form for each player to give to the manager).

March:

1. Continue updating computer as players are added from the waiting list or leave the league.

April/May:

1. REST!

June:

1. Print address labels for next season's registration. Make sure all players who came off the waiting list are entered into the computer before doing this.

PLAYER AGENT

September:

1. Complete last season's's pitching statistics.
2. Get board to set dates and times for draft nights.
 - One night for Major and Rookie Draft
 - One night for Minor Draft

October:

1. The Registrar will be mailing registration forms out by the middle of November. Be prepared to start working on Draft cards.

November:

1. Player Agent, Registrar and Treasurer work together on registration.
2. As registration forms come in from Registrar, enter data on color-coded (by division) 3x5 index card with the following:
 - Name
 - Phone number
 - Age/DOB
 - Experience
 - All Star experience
 - High School tryout
 - Pitching experience

The age, experience, All Star, pitching, and High School information is gathered for draft night. Each player is ranked according to a category for her division. Mark each card with the appropriate code. Put down all appropriate codes in pencil. For draft night, only the "best" code is used, since a player can only be drafted under on category.

December:

1. Player Agent, Registrar, and Treasurer continue to work on registration.
2. Player Agent should start preparing for February Board Meeting. The following information will be required:
 - Pitching stats from previous year, for Rookie, Minor, and Major Divisions. Board will rate pitchers for the season.
 - List of potential High School players from Major Division.
 - Board will also approve number of teams and number of players on each team for each division. Be prepared to make a recommendation. Bring number of registered players in each division to this meeting (registrar can provide you this figure).

January:

1. Assist the Registrar with Walk-In and Late registration.
2. Continue working on draft preparation.

February:

1. The Coaches and Manager's Meeting is held the week prior to the Draft. Player Agent should find a manager to run the manager's portion of the meeting. The President will find a coach to run the coaches portion. The secretary will prepare the material for the Coaches and Manager's meeting. The division reps should have notified all chosen coaches and managers of this meeting after the February Board Meeting.
2. The Player Agent is responsible for running a Scorekeeper's Clinic. This clinic should be held in March. Board approval needed. Notify the division reps of this meeting so they can advise their coaches and managers who in turn will send people interested in being score keepers from their teams.
3. Prepare for and conduct the player draft. Have 2-3 board members present at draft night and preferably the president for questions.
 - Have supplies ready (pens, poster board). Poster board to have names of girls and team number for Cookie Social.
 - When the draft has finished, each manager shall write the name and phone numbers of each player on her team on a form provided by the player agent(form is prepared by the secretary prior to draft night). One copy stay's with the manager. Once the team has been selected, the manager will notify her players of the Cookie Social, etc.

Draft Rules:

1. Players will be selected for a team each year. Sisters of the same age group will be kept together unless a written request is submitted by a parent or guardian to place them on separate teams.
2. Players will be selected by a blind draft using the method described by the Five Cities rules and regulations. Girls who sign up late will be placed into the player pool (waiting list).
3. Pitchers will be selected by a blind draft. Past pitching experience will be noted on sign up card (3x5 index card) for classification by the Board based on ability. Pitchers will then be drawn until all are placed on a team. No two pitchers will be allowed on the same team unless they are sisters or have been selected through the blind draft. If a coach or manager has more than one daughter that is a pitcher, then the second daughter will be their second draw in the draft. All pitchers of record must be selected through the blind draft in order to be eligible to pitch. For this rule, the definition of pitcher of record is any girl that is deemed a pitcher by her league's Board of Director's (this selection occurs

during the February Board Meeting).

4. The pitching round will be drawn first, followed in order by the All Star round, etc. Each team selecting from the pitching round will be required to give up one draw from whichever group the selected pitcher would have been placed.

For example: player is an A pitcher and an All Star: If team #1 drafts this player as a pitcher, then the team must skip the All Star draw once. If the pitcher had been a 12 year old with experience, instead of an All Star, then the team would have skipped one draw for the 12 year old with experience. Note: Once an All star, always an All Star in that same division for draft purposes.

Rookies:

101	Pitchers
102	All Stars
103	9 year old with experience
104	8 year old with experience
105	9 year old with no experience
106	8 year old with no experience
107	7 year old

Minors:

201	A pitchers
202	B pitchers
203	All Stars
204	12 year old with experience
205	11 year old with experience
206	Rookie All Stars
207	10 year old with experience
208	12 year old with no experience
209	11 year old with no experience
210	10 year old with no experience

Majors:

HSP	High School pitchers
HS	High School players
301	A pitchers
302	B pitchers
303	All Stars
304	16 year old with experience
305	15 year old with experience
306	Minor All Stars
307	14 years old with experience
308	13 years old with experience
309	16 year old with no experience
310	15 year old with no experience
311	14 year old with no experience
312	13 year old with no experience

ORDER OF DRAFT

ROOKIES

1. Pitchers
2. All Stars
3. 9 exp.
4. 8 exp
5. 9 no exp.
6. 8 no exp.
7. 7 yr. olds

MINORS

1. A Pitchers
2. B Pitchers
3. All Stars
4. 12 exp.
5. 11 exp.
6. Rookie All Star
7. 10 exp.
8. 12 no exp.
9. 11 no exp.
10. 10 no exp.

MAJORS

1. H.S. Pitchers
2. H.S. Players
3. A Pitchers
4. B Pitchers
5. All-Stars
6. 16 exp.
7. 15 exp.
8. Minor All Star
9. 14 exp.
10. 13 exp.
11. 16 no exp.
12. 15 no exp.
13. 14 no exp.
14. 13 no exp.

Note: 9 exp. means 9 year old with experience
14 no exp. means 14 year old no experience

5. In the Little Ladies Division, players will be placed on teams by the player agent. No draft will take place.
6. A player or players, whose mother is a manager, will be her mother's first selection in any category, i.e., pitcher, all star, or age group. If the manager's husband is not her coach, she may, prior to the team selections, select a first coach. The coach's daughter(s) will then be that team's second selection in any category. If the manager's husband is not the coach of the team prior to team formation, he cannot be first coach of that team for the remainder of the playing season.

March:

1. Prepare for and conduct the Score Keeper's Clinic.
2. Prepare the season schedule for regular season games.

April:

1. Collect score sheets from the snack bar for statistical purposes. This should be done weekly. Official score sheets for each game are dropped off in the snack bar each week by the Player Agent.

May:

1. Start preparing for the All Star Meeting.

June:

1. Prepare final pitching statistics for next year's draft.

PUBLICITY AGENT

The publicity agent is responsible for reporting registration, fund raisers, meetings, events, etc. to the public.

Flyers and press releases are the main forms of communication used. Following are the procedures:

1. **Flyers** are made for the following events:

a) **Registration:**

Most important, you must have board approval on the flyer. Ensure that everyone reads the flyer carefully to help proof it. This flyer gets distributed to all the schools in our area. Attached is a sample of the flyer and a list of all the schools that it goes to. Call the School District for each school and take or send a flyer to them for approval by the Superintendent. Get the Superintendent to sign or initial and date the flyer so each school will know that you have their district's approval. Call each school and find out how many grades in school, how many classes, and how many girls in each class. I separate flyers into stacks and indicate the teachers name and number of flyers attached for distribution. Solicit help from each board member to help distribute the flyers to each school. These flyers should be distributed to the school by Thanksgiving or no later than the first week in December!

b) **Cookie Social:**

I include a flyer in the coaches/managers packet with enough copies to handout to their team.

c) **Closing Day Ceremonies:**

This includes information about closing day ceremonies and also to announce board position openings.

d) **The Fast Pitch News:**

This was a newsletter and perhaps we could have 2 to 3 issues a season. Put in snack bar to be handed out to parents.

2. Will report league programs and fund raiser information to local newspapers.

a) **Press Releases** are submitted for the following events:

1. Registration
2. Opening Day Ceremonies
3. Tournaments
4. Cookie Social
5. Closing Day Ceremonies
6. Special Events
7. Winter Ball

b) These items are run in the Community Briefs section of the newspapers. They are FREE and are run for as long as we like, room permitting.

9. Publicity / Public Relations

A. Responsible for reporting registration, fundraisers, meetings, events etc. to the public.

Shall be responsible for all publicity-related activities including, but not limited to, newsletters, placement of information in local newspapers and school newsletters, hanging of banners, taking pictures throughout the season and posting them at the field.

B. Shall create and maintain a budget for related expenses

C. Shall assist in the organizing of league fund raisers.

3. Newspapers we send Press Releases and information to:

Placer Herald
Scott Wilson, Sports Editor
5903B Sunset Boulevard
Rocklin, CA 95677
624-9713
FAX 624-7469
(Game results are due to
12:00 p.m. on Friday)

Loomis News
Maria Garcia, Editor
P.O.Box 125
Loomis, CA 95650

Auburn Journal
Jim Lindsau, Sports Editor
1030 High Street
Auburn, CA 95603
885-6585 x 140

Press Tribune
Jeff Karasko, Sports Editor

4. Will report game statistics to newspapers. (?) Procedures are provided in the coaches/managers packet if we are still going to pursue this.

SNACK BAR COORDINATOR

1. May arrange a committee to assist.
2. Will make snack bar available during all games and tournaments.
3. Works with the President regarding incoming and outgoing money for the snack bar.
4. Funds needed over \$100.00 for non-food items must be approved by the board.