

Operating Manual

Division 1 Softball Board

Board of Directors

The board will consist of residents of The Villages and be limited to seven members serving 3-year terms. The board is directed by a set of officers consisting of President, Vice President, Secretary and Treasurer. The purpose of the board is to perform the following activities:

- Define the rules by which the D1 league operates
- Interpret and settle any disputes regarding the rules
- Conduct a seasonal draft for the formation new teams
- Assign and coordinate umpires and scorekeepers for the operation of the games
- Maintain a financial accounting of funds contributed to the league
- Convene committees to define and conduct operational activities of the games (for example, player substitutions, integration of evaluation players, etc.)
- Document the decisions and activities taken by the board.

Board Meetings

Board meetings are held monthly during the course of a given season. These meetings are open to the public, but only board members are allowed to vote on any issue brought before the board. Additional board meetings can be called by the President as needed. The time and place of all board meetings will be publicly announced four days prior to such meetings.

Board Officers

President - Gregg Foster

- Presides at all Board of Directors meetings
- Sends an agenda to all board members at least 4 days prior to a meeting
- Chairs meetings according to Robert's Rules of Order
- Calls meetings when needed between regular meetings of the board
- Appoints membership to committees as necessary and provides general oversight of the business affairs of the board
- Designated as one of the signing officers and may be authorized to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of the board

Vice President - Hank Culley

- In the absence of the President, the Vice President shall preside and discharge all the duties and exercise all of the powers of the President
- Reviews the current list of board members whose terms of membership are about to expire. Leads a nominating committee in finding capable and interested people to take on the responsibilities as a board member.
- Manages the effort to provide succession planning for officer positions. Leads a nominating committee in finding capable and interested people to take on the defined responsibilities of the officer position
- Recruits and nominates new board members and presents the new members for approval at a meeting of the board

- Acquire and maintain contact information for all players wishing to participate in the draft for a given season. The contact information includes all data contained in The Villages draft form.

Secretary - Gary Grodzinski

- Provide written notice of both regular and special meetings to all board members at least four days before the meeting date. An agenda of the business to be considered should be included
- Determine whether attendees at a board meeting constitute a quorum (not to be less than four members)
- Record and transcribe minutes of the board meetings, carry on correspondence, issue notices of all meetings and preserve its records
- Maintain custody of all official documents of the board
- Give all books, paper and other property in her/his possession or control to the Secretary's successor or the President.

Treasurer - Donny Meyer

- Keeps financial accounts in the name of the board
- Keeps exact record of receipts and disbursements and issues receipts for monies received
- Receives all income and donations and disburses all debts and obligations
- Payments which exceed \$100 must be approved by the President
- Prepares a report summary of the financial operations of the previous month.

Committees

Umpire Schedules - Dave Sellars Chairman

- Prepare a contact list of volunteers from the draft sheet for the next season
- Prepare a preliminary schedule which avoids bye dates, distributes assignments equally across all teams and makes use of non-playing volunteers for early games
- Send a preliminary schedule to volunteers for their review, comment and concurrence
- Send a weekly reminder to the specific volunteers for that week.

Scorekeeper Schedules - Dave Mamuscia Chairman

- Prepare a contact list of volunteers from the draft sheet for the next season
- Prepare a preliminary schedule which avoids bye dates, distributes assignments equally across all teams and makes use of non-playing volunteers for early games
- Send a preliminary schedule to volunteers for their review, comment and concurrence
- Send a weekly reminder to the specific volunteers for that week.

Substitute Players - Terry Dolasinski Chairman

- Prepare a contact list of substitutes from the draft sheet for the next season
- Manage the use of individual subs in order to comply with the 2-use rule.
- Schedule new evals as per the 2-game rule
- Send a weekly reminder to the managers of the available subs.

Communications - Paul Pruit Chairman

- Prepare a contact list each season from the draft sheet of all players that have signed up
- During the season, send weekly updates that include game schedules, umpire and scorekeeper assignments as well as notices, news items and commentary
- Send special notices as directed by the board.