

EMASS Policies, Procedures, Roles and Responsibilities

Updated October 26, 2020

This document provides operational guidance to assist the commissioner, board members and other leadership roles in governing the operations of Eastern Massachusetts Senior Softball (EMASS) league. This document is derived from the EMASS by-laws and those by-laws govern everything described herein.

EMASS ROLES

Each of the leadership roles in EMASS is described below. The first three (Commissioner, Secretary and Treasurer) are required in our bylaws. All other leadership roles have evolved to support efficient and effective operations of the EMASS league.

One responsibility of every role described below is to plan for succession. This means:

1. Identifying a backup person who can cover your role's responsibility during any temporary absence.
2. Identifying candidates and soliciting a successor for your role prior to announcing your withdrawal from a given role.

Succession planning should be discussed openly and with the help of the board wherever practical.

COMMISSIONER

The Commissioner shall preside at all meetings of the Board. The responsibilities of the commissioner include:

1. Schedule, convene and lead Board meetings.
2. Act as the principal spokesperson for EMASS with respect to the general public.
3. Serve, ex-officio (i.e. non-voting), on all Committees created by the Board.
4. Appoint one or more Assistant Commissioners to assist in fulfilling the duties of the commissioner.
5. Take actions as directed by the Board from time to time.

In the event of his absence from a Board meeting, the Commissioner may appoint another board member to preside at such Board meeting by notifying the Secretary of such designation. In the absence of such designation, the Board shall appoint a board member to serve in such capacity for a particular meeting.

The Board meeting templates provided in the Appendix of this document capture the operational timeline of Commissioner responsibilities and activities.

SECRETARY

The Secretary shall serve as the Clerk of the Association and shall be a Massachusetts resident. The responsibilities of the secretary include:

1. Ensure that all notices are published and distributed as required by the Association, its Directors and Officers and by the By-Laws:
 - a. Notify members of place, date and time of Annual meeting date at least 10 days prior.
 - b. Notify members by Aug 15 that the board will be preparing a slate of candidates and that if they are interested in serving they should notify the Secretary by September 15.
 - c. Election notices as prescribed in the by-laws.
2. Ensure the timely filing of the reports to the Commonwealth of Massachusetts, for keeping a roll call of those present at all meetings, for keeping minutes of all meetings and shall be the repository of all Association documents.
3. Maintain up-to-date versions of all publicly available governance documents so they are available as downloads from the EMASS website including:
 - a. EMASS By-laws
 - b. EMASS Policies, Procedures, Roles and Responsibilities
 - c. EMASS Board Minutes
 - d. EMASS Budget
4. Perform other actions as may be directed by the Board from time to time including, without limitation: ensuring that the Registrar maintains a data base of all Members of the Association; maintaining the official Association records; and preparing and distributing minutes of all meetings.
5. Ensure the board adheres to the By-laws and to the Policies and Procedures defined herein.
6. Compile changes and improvements to this Policies, Procedures, Roles, Responsibilities document during each year. Submit those changes for approval as needed, or at least once per year.

The Secretary shall be entitled to appoint one or more Assistant Secretaries to assist the Secretary in fulfilling the duties of the office of Secretary. Any such Assistant Secretary shall be a Member of the Association, shall be subject to Board approval and may attend all Board meetings.

TREASURER

The Treasurer shall ensure the fiscal integrity of the Association and be responsible for signing all checks, notes and drafts or other payment authorizations. Treasurer responsibilities also include:

1. Maintain custody of the cash, other assets and books of the Association, and said books shall be open at all times for inspection by the Board.
2. Maintain all the financial records of the Association in accordance with generally accepted accounting policies and practices.
3. Develop the Annual Budget of the Association and obtain the approval of the Board.
4. Receive, deposit and disburse funds in and from the Association's bank accounts in accordance with the approved Annual Budget. All non-budgeted expenses or expenses that exceed 10% of the line item in the Annual Budget must be approved by the Board.
5. Provide balance sheet, income statement and other appropriate financial reports to the Board and Association members as directed by the Board.
6. Comply with Federal and State laws and regulations, including preparation and filing of 1099 MISC tax forms as required.
7. Maintain up-to-date insurance policies as directed by the board.
8. Take other actions as directed by the Board from time to time

Insurance policies.

Agent: Peter Marshall, 508-480-8808, pmarshall@marhsallinsurancegroup.com
Marshall Insurance Agency, Inc.
PO Box 43
2 South Bolton St. Ext.
Marlborough, MA 01752

Three policies -

1. Accident Issued by: Francis L. Dean & Associates, Inc. #US997788
2. General Liability Issued by: Francis L. Dean & Associates, Inc. USP260128
3. D&O Liability Issued by New England Excess Exchange NDO2553059A

Certificates of Liability to Wayland, Framingham, and any other towns:

Certificate Holder: Town of Framingham
150 Concord St.
Framingham, MA 01701
(email to Park & Rec Comm.)

Certificate Holder: Town of Wayland
41 Cochituate Rd.
Wayland, MA 01778
(email to Recreation Dept.)

OTHER EMASS LEADERSHIP ROLES

1. Assistant Commissioner
2. Banquet Coordinator
3. Cape Tourney Coordinator
4. Division Coordinators
5. Equipment Manager
6. Family Contact
7. Family Games Coordinator
8. Field Coordinator
9. Player Recruitment Coordinator
10. Player Representatives
11. Registrar
12. Rules Coordinator
13. Scheduling Coordinator
14. Trophy Coordinator
15. Umpire Coordinator
16. Webmaster

ASSISTANT COMMISSIONER

The Assistant Commissioner acts as a backup commissioner (as designated by the Commissioner) should the commissioner be unavailable (holiday, medical leave, or other reasons) for some EMASS decision or communication that is usually the commissioner's responsibility. The primary responsibilities of the Assistant Commissioner are:

1. **Executive Committee.** Act in an advisory role on challenges and decisions where the commissioner seeks advice or an independent perspective.
2. **Succession Planning.** Listen, act and prepare to be the stand-in Commissioner when needed or the next Commissioner when the current Commissioner steps down. If the Assistant Commissioner is not the consensus successor, then solicit, select and prepare a candidate to succeed the Commissioner. Work with incumbents in other roles to identify successors, solicit successors and assist in transitioning roles as needed.

BANQUET COORDINATOR

The EMASS Banquet organizer is an event management role that requires several hours of effort each year. The primary responsibility is to plan and conduct an end-of-year banquet to celebrate the end of the season and distribute awards to the winning teams and selected individuals.

Here is the sequence of activities for planning and executing the EMASS Banquet. These dates are all approximate. Each year, they may vary at the discretion of the organizer.

April – After the NFL schedules are released, set the date for the banquet. Determine the best Sunday in early November when a Patriots game does not conflict. Book the hall for this date.

Notify the webmaster to post a calendar event for the banquet.

June – Secure a caterer.

August – Work with the board to identify candidate speakers and pursue those candidates.

September – Post a store item to purchase tickets on the website. Notify the EMASS members so they can buy tickets in advance and we can get an early count.

September – Set menu with caterer.

October – Solicit volunteers for setup, cleanup, registration. Estimate attendees and order food.

November ? – Banquet day

8:00 Arrive for setup

8:30 Food delivery, layout

10:00 Most volunteers arrive

10:30 Registration begins

11:00 Banquet, greeting, seating, and eating

11:45 Emcee and awards

12:30 Guest speaker

1:30 Cleanup

November – Write up a short summary of the event and post the summary and pictures on the EMASS News page.

Banquet day checklist:

1. Food
2. Venue
3. Setup/cleanup volunteers
4. Check for speaker
5. Photographer
6. Nametags
7. Registration reports of pre-paid and pay-at-the-door
8. Emcee program review
9. Trophies
10. Tributes, memorials and guests
11. Update website history pages with team and individual award winners

CAPE TOURNAMENT COORDINATOR

EMASS members usually self-organize into 10 or more teams entered into the yearly Cape Cod Classic tournament. See <https://www.capecodseniorsoftball.com/page/show/151261-cape-cod-senior-softball-classic>. The Cape Cod Tournament coordinator helps facilitate communications but does not select the teams, the managers, or members of teams. Members are expected to create their own teams and use the Cape Cod Tournament Coordinator as a liaison with the Cape Tournament officials.

The Cape Tournament Coordinator role requires just several hours per year. Here is the sequence of activities for that need to be performed by this role. These dates are all approximate.

May

Contact Cape director Wayne Draeger (wayne.draeger@gmail.com)
Post notice on web site asking for managers and players.

June

Inform EMASS Board of the managers.
Solicit member participation and send names of interested players to the relevant managers.

July

Distribute application forms to all identified managers.

August

Contact Wayne to discuss brackets for teams.
Ensure EMASS teams are objectively seeded in appropriate divisions.

September

Attend, play and enjoy the Cape tournament.
Write-up a summary of Cape Tournament results to post on website.

DIVISION COORDINATORS

The Division Coordinators of EMASS ensure the planning and execution for a specific division. Each division has its own identity and much of this flows from the leadership of the Division Coordinator. This role requires several hours of effort each month and good communication skills. The primary responsibilities are:

1. **Manager Assignment.** Recruit managers who can work together and communicate effectively. This is a year-round priority in every division. Get board approval of all manager selections or terminations.
2. **Team Balance.** Establish balanced teams of players and keep teams balanced as the season unfolds. *This is the most important and time consuming responsibility.*
 - a. Creating teams: Assign or draft players so that each team has coverage across all positions, enough runners and relatively balanced hitting and fielding skills. Balancing rosters is an inherently subjective challenge. From the previous season the Division Coordinator should have evaluations of all players to support a more objective analysis.
 - b. Adjusting teams. During the season, some imbalances will surface. Division coordinators move players from team to team to rebalance for whatever reasons arise (injuries, new player unknowns, teamwork challenges, etc.).
 - c. Roster changes should be minimized. Division coordinators need to understand manager perspectives, team needs and player skills. Roster moves are Division Coordinator decisions, there need not be manager consensus.
 - d. Division Coordinators communicate all roster changes to those involved.
3. **Schedules.** In collaboration with the Schedule Coordinator, propose the season schedule or any subsequent schedule changes to the board for approval.
4. **Communications.** Communicate the schedules, rosters, roster changes, schedule changes, safety notices, equipment needs and other EMASS information across the division. Attend board meetings to present division status, challenges and feedback.
5. **Field and Equipment Check.** Ensure that fields are in playable shape, restroom facilities are operational and equipment is in good working order.
6. **Scoring and Standings.** Collect the scores from games each week and post them on the website so that the results and division standings are consistently up-to-date.
7. **Incident Weather.** Check weather reports and field conditions to ensure that it is safe to play. Communicate cancellations with managers and with the entire division by 7am on game day. Notify the parks crew of cancellations (American and National) by 6:00am so that the fields are not prepped and notify USA Softball contact:(asabud@aol.com – (617) 212-5552) to cancel umpires.
8. **Pool Players.** Manage a pool of substitute players and assign to teams as needs arise in any given week. Managers should let you know a few days in advance if their player availability falls below 12 players. The basic rule-of-thumb for assigning appropriate pool players is to *fill the void with missing skills but without making the team stronger.*
9. **Award Selection.** Lead managers and teams to select individual awards. Present awards and trophies at the end-of-year banquet.
10. **Player Skill Inventory.** To make it straightforward to create teams in the next year, work with managers to develop skill assessments across the division's player inventory. Players should be listed by position as well as a numeric assessment (preferably, 1=low to 5=high) across some basic skills: Hitting for average, hitting for power, fielding, throwing, running, and teamwork. These skill rankings should be consolidated and maintained by the Division Coordinator. Division Coordinators should ensure any player lists and rosters they distribute publicly are not rank ordered or draft choice ordered. Positional ordering or alphabetical ordering are helpful.
11. **Issue resolution.** Work with Player Rep, players and managers to resolve any personnel issues that may arise in EMASS games or events.
12. **Event Management.** Plan/execute division events such as manager meetings and end-of-season BBQ.

Division Coordinator Timeline

January

Continue soliciting managers.
Registration opens at end of January.

February

Monitor registrations for enrollments in the division offering.
Communicate with previous year players to remind them to register.
Finalize number of teams and manager selections.
Get board approval of all manager selections.

March

Agree on roster assignment process with the managers.
Review and finalize division schedules.

April

Pre-season manager's meeting – finalize team rosters, review manager responsibilities.
Keep the teams to ~15 players and maintain surplus candidates on a waiting list.
Post team rosters and schedules on website and notify all players.
Assess team balance after preseason games.
Collect and post scores, assign pool players as needed, monitor weather.

May

Assess new players, re-balance teams as needed.
Collect and post scores, assign pool players as needed, monitor weather.

June

Collect and post scores, assign pool players as needed, monitor weather.

July

Mid-season manager checkpoint (meeting or communication).
Communicate the winning team for the first half of the season if appropriate.
Collect and post scores, assign pool players as needed, monitor weather.

August

Plan and communicate the end of season BBQ.
Collect and post scores, assign pool players as needed, monitor weather.

September

Communicate the winning team for the second half of the season, if appropriate.
Manage the end of season BBQ.
Communicate and manage the Voting for individual awards.
Create the playoff bracket and schedule.
Communicate the winning team for the playoffs and get a picture of winning team.

October

Assess all player skills and update the skills inventory for forming next year's teams.
Solicit feedback from managers to identify improvements for next season.
Start identifying and soliciting managers for next year.

November

Attend EMASS Banquet. Present awards for season Champs, Playoff Champs, and individual awards.

December

Collect and organize player assessments for next year.

EQUIPMENT MANAGER

The role of the Equipment Manager is to ensure that all equipment used in EMASS games is functional, safe and available at the fields. This role requires several hours per month during the season and several hours per year in the off-season for coordination, purchasing, field trips and board meetings. The primary responsibilities of the Equipment Manager are:

1. **Awareness.** Maintaining and forecasting an inventory of all necessary EMASS equipment including pitching screens, bases, measuring devices, batting mats, scorebooks, scoreboards, first aid kits, home plates, balls and uniforms.
2. **Equipment procurement.** Procuring additional inventory before it is needed.
3. **Equipment storage.** Ensuring that equipment is stored appropriately in the off-season and stored at the fields and accessible during the season. Communicate storage lockers and lock accessibility to all division coordinators.
4. **Field checks and delivery.** Ensuring that equipment storage and inventory at all fields are in good working order and accessible.
5. **Uniform distribution.** Distribute new uniforms (T-shirts and hats) to new players identified by division coordinators during pre-season games.

Equipment Manager Timeline

January

Determine new equipment needs for upcoming season.

Order shirts to replenish inventory to 25 each (S, M, L, XL, XXL) 10 XXXL and 40 hats.

Order scorebooks to replenish inventory to 40.

February

Procure new equipment for upcoming season.

March

Procure new equipment for upcoming season.

Deliver equipment storage units to fields with required equipment: Pitching screen, home plate, 2 mats, 5 bases, 1 scoreboard, 1 measuring tape, 1 first aid kit.

April

Solicit a list of all new players/teams from registrar.

Distribute uniforms to all new players before start of regular season.

Deliver 2 dozen balls and 1 scorebook to each team manager.

May-September

Communicate any equipment issues to and from the Division Coordinators.

Fulfill equipment requests as directed by the board.

October

Ensure that equipment is stored appropriately for the off-season.

Determine equipment inventory at season-end and needs for next season.

November

Replenish uniform inventory for next year.

December

Determine new equipment needs for upcoming season.

Order 80 dozen softballs for next year

Ordering Information

1) Softballs:

A.D. Starr. Web Site: www.adstarr.com

Softball is a Tattoo K -Composite Cover Poly Core, ASA Certified, Model Number: AT1252PC, (52 core/ 300 lbs.)



TATTOO 12" (52 COR/300 LBS) ASA Composite Cover
Item #: AT1252PC

2) Shirts and Hats:

Steve Elkinson

Email: steve@promotional-partners.com Tel. No: 508-942-5833

3) Scorebooks

Dick's Sporting Goods

Website: www.dickssportinggoods.com

4) Pitching Screens

Pitch Safe

Tel. No. 877-299-5332

Web Site: www.pitchsafe.net

5) Batter's Boxes On Deck

Sports 800-365-6171

Web Site: www.ondecksports.com

6) Bases

Epic Sports 888-269-2440

Web Site: www.epicsports.com

FAMILY CONTACT

The EMASS Family Contact is the single point of contact for families to communicate with EMASS when players are injured or seriously ill. This role requires someone with broad contacts across the league and pastoral skills for communicating with families and friends. The primary responsibilities of the Family Contact are:

1. **Awareness.** Monitor EMASS networks, communication channels and word-of-mouth to stay aware of player circumstances across the league.
2. **Family contact.** When families reach out to EMASS, be available to communicate with family members and act on behalf of the league.
3. **Get well cards.** When players are seriously injured or hospitalized, send out an appropriate get well card.
4. **Sympathy cards.** On the passing of any EMASS member or close family of any EMASS member (i.e., parent, spouse, sibling, child), send out an appropriate sympathy card to the family. At the discretion of any board member, send out a donation to the family's identified charity. Guidelines for charitable donations are \$250 for death of a member, \$100 for death of close family.
5. **Emergency Contact Lists.** After registration closes, solicit the complete set of emergency contacts for all players. Sort by division and distribute electronic/paper versions to all managers in each division so they all have them available at the field.
6. **Memorials.** On the passing of any EMASS player, solicit a picture and paragraph for posting on the EMASS memorial page.

The family contact has wide discretion in his/her duties. They don't know everyone in the league, and they frequently have to communicate with other members to understand the appropriate actions and words.

FAMILY GAMES COORDINATOR

The Family Games organizer is a 5-week task as an event manager. There is a lot of “how-to” in this description as helpful guidance since it is a short and relatively intense communication task. Here is the sequence of activities for planning and executing the family games event. These dates are all approximate. Each year, they may vary by a day or two at the discretion of the organizer.

June 1 – Query last year’s managers to find this year’s managers.

June 2 – Notify by email all players who participated last year.

June 4 – Post notice on EMASS website to announce the July 4 family games. Sign-ups are done by email back to organizer.

June 11 – Finalize team managers.

June 15 – If signups are short, post another notice on the website.

June 17 – Send out team rosters to managers.

June 19 – Send out team rosters to players.

June 28 - Finalize team rosters.

July 2 – Notify all players with the plan for game day.

July 3 - Check with team managers for any questions. Check weather.

July 4 –

6:00 Final weather check.

8:00 Field setup

8:30 Batting practice

9:00 Game starts

10:15 Game one over

10:20 Team pictures and all participants pictures

10:30 Watermelon and water break.

10:45 Game two starts.

12:00 Game two over, field clean up. Picture of winning team.

July 5 – Write up a short summary of the event and post the summary and pictures on the EMASS News page.

FIELD COORDINATOR

The role of the Field Coordinator is to ensure that all fields are coordinated with local authorities, maintained well, and available during the EMASS season. This role requires a few hours per month during the season and several hours per year in the off-season for coordination, planning, field trips and board meetings. The primary responsibilities of the Filed Coordinator are:

1. Identify and coordinate fields for the next season.
2. Act as the liaison between EMASS and the local town/city authorities who authorize our use of fields.
3. Negotiate field costs and work with budget committee on next season's budget.
4. Submit required field use applications along with payments and certificates of liability.
5. Coordinate with the parks and recreation departments of various towns to maintain good relations, secure access to restrooms, and monitor field conditions.
6. Coordinate with EMASS Scheduling Coordinator to ensure field availability.

Field Coordinator Timeline

October/November

Explore field availability and costs for next season.

Enlist the aid of EMASS members to identify potential fields. Follow up with visits to the fields.

December

Meet with the budget committee. Field costs are approximately 40% of the budget.

February

Submit field use applications, payments, and certificates of liability to all planned field authorities.

Wayland's application and permit are for their Spring Season. The Wayland Spring Season runs through late June and is the first of three seasons.

Submit field use application and certificate of liability to Framingham. Framingham requires that the permit be signed and submitted by a Framingham resident, and for many years Gerry Yaffe has assumed this responsibility. Framingham's application and permit runs through late August. EMASS does not make field rental payments to Framingham. Instead, Framingham charges and periodically bills EMASS for field prep. The weekly cost of the field prep has been \$250 for the Galvani fields and \$100 for Mary Dennison or Butterworth.

April

Submit field use application and payment to Wayland for their "Summer Season," which runs through late August.

July

Submit field use application and payment to Wayland for their "Fall Season," which runs through late November.

August

Submit field use application to Framingham for the period from late August through the end of the EMASS season, including playoffs. Again, this must be signed and submitted by a Framingham resident.

Fridays throughout the season: The Framingham Parks Scheduler emails contact information for the two-man crew scheduled to prep the fields on Saturday morning. This information should be passed along to the American and National Division Coordinators. If the coordinators cancel games, it is their responsibility to notify the parks crew of the cancellation. As long as this is done by 6:00am, the fields will not be prepped and EMASS will not be charged.

Field Contact Information

Ashland Fish and Game
Dawn Harris, President
Ashland Fish and Game Club
21 Cordaville Road
Ashland MA 01721
774-248-0126

Wayland Recreation Department
41 Cochituate Rd.
Wayland, MA 01778
508-358-3660
Katherine Brenna, Director
kbrenna@wayland.ma.us
Christine Baldwin, Assist. Director
cbaldwin@wayland.ma.us

Framingham Parks and Recreation Department
475 Union Ave.
Framingham, MA 01702
508-532-5960
Thom Begin, Field Scheduler
nnl@framinghamma.gov

Canton Parks and Recreation Department
92 Pleasant St.
Canton, MA 02021
781-821-5030
Liz Francis, Director
efrancis@town.canton.ma.us

Medfield Parks and Recreation Department
124 North St.
Medfield, MA 02052
508-359-2715
Kevin Ryder, Director
kryder@medfield.net

PLAYER RECRUITMENT COORDINATOR

The role of the Player Recruitment Coordinator is to find potential new members and attract them to play in EMASS. This role requires several hours during the year for recruitment committee meetings, board meetings and executing recruitment campaigns. This role requires some creativity and marketing savvy to target the right communication channels and make a difference in enrollment growth. The primary responsibilities of the Player Recruitment Coordinator are:

1. **Assemble committee.** Assemble a team with diverse skills (creative, writing, sales, media experience, campaign leadership) to serve as part of the Player Recruitment Committee.
2. **Develop campaigns.** Develop recruiting campaigns and initiatives to increase new members. Prepare plans and budget. Delegate the workload across the team, execute the campaign and track spending against approved marketing budget.
3. **Develop recruiting collateral.** Review and improve existing materials such as press releases, road signs, promotional materials, brochures, postcards, etc., and update as necessary. Review the website and suggest updates for new content to attract new members.
4. **Communications.** Reach out to local Recreation Departments, newspapers and community organizations to expose EMASS to a broad audience. Ensure that all potential new members who showed interest last year are explicitly notified when Registration Opens in the coming year. Reach out to EMASS membership to recruit new members from our best marketing channel: word-of-mouth. Provide the EMASS Board with proposals and updates regarding player recruitment campaigns and progress.

The human interest element of very active elders is appealing to many media. Translating media exposure into new members however, is a challenge.

PLAYER REPRESENTATIVES

The role of the Player Representative is to mediate any escalated disputes between managers and players, or between players. This role requires someone with a good sense of “seek first to understand” perspective and mediation skills for conflict resolution. The primary responsibilities of the Player Rep are:

1. **Code of Conduct Violation.** Along with Division Coordinator and Rules Coordinator, ensure that players involved with any code of conduct violation are listened to and represented. See <http://www.e-mass.org/content/3391/Code-of-Conduct>.
2. **Issue resolution.** For other disputes, the Player Rep is available for independent help with resolution.
 - a. **Understand the conflict.** The Player Rep should meet with each party separately and get both perspectives. If there are any independent observers, they can be consulted to clarify the claims of both sides. The Player Rep should also probe for what sort of resolution each party may be looking for.
 - b. **1st hand settlement.** Both parties should first be asked to attempt to resolve the dispute with each other directly. If they cannot come to a resolution, the Player Rep can then move to help mediate.
 - c. **Mediate a resolution.** An apology, a compromise, a temporary resolution, or whatever works.
 - d. **Board escalation.** If both sides dig their heels in and cannot work out a resolution then escalate to the board for a resolution.
3. **Manager communication.** Make sure that Division coordinators and managers in your division are aware of the Player Rep for the division, his/her role and the availability of help to resolve any disputes. This should be done at manager meetings at the beginning of the year.

There should be an explicitly identified Player Rep for each division. A Player Rep may serve duty for more than one division. The Player Rep for each division and this role description should be communicated with all managers at the pre-season manager meeting for each division.

REGISTRAR

The Registrar manages the registration process and collection of enrollment fees. The primary responsibilities of the Registrar are:

1. **Create registration program.** Define each division offering, pricing, scheduled timeslots, field timeslots, team configurations, managers and rosters.
2. **Monitor registration.** Monitor and respond to all registration questions and report registration progress to division coordinators and board members. Provide complete enrollment list to division coordinators for team assignments.
3. **Create initial team rosters.** After Division Coordinator has assigned all registered players to teams, update the website to create the teams, assign managers and assign players to rosters.
4. **Manage team roster changes.** As rosters are adjusted by Division Coordinator, update the website and publish roster changes. Provide member refunds per EMASS policy: Full refund if a player withdraws before June 1st. Pro-rated refund if player withdraws between June 1 and August 1. Pro-ration amount is calculated as number of weeks remaining divided by total regular season weeks. No refunds after August 1st unless directed by the board.
5. **Financial reports.** Provide registration reports to the treasurer, monitor all payments and transactions to ensure that all account balances are reconciled.

RULES COORDINATOR

The role of the Rules Coordinator is to govern the rules for EMASS games and ensure that all rule changes are communicated to the membership. This role requires several hours during the year for rules committee meetings and board meetings. The primary responsibilities of the Rules Coordinator are:

1. **Awareness.** Stay connected with division coordinators and board members and EMASS membership to understand the pros and cons of EMASS rule changes and concerns.
2. **Code of Conduct Violation.** Along with Division Coordinator and Player Representative, ensure that any code of conduct violation is addressed as required in the EMASS bylaws. See <http://www.e-mass.org/content/3391/Code-of-Conduct>. Investigate any reported violation including interviewing witnesses, obtaining a written response from the member charged with the violation, and submitting a written report to the Board of Directors of findings and recommendation.
3. **Rules committees.** Create and chair committees convened by the board to investigate and recommend any rule changes. Normally, rules committees include Division Coordinators and their Assistant Coordinators, if any.
4. **Resolve rule disputes.** Review all the facts and circumstances regarding any protest, dispute, or question regarding the interpretation of existing rules, regulations and policies.
5. **Maintain EMASS Rules.** Maintain the rules of EMASS softball, and the Player/Manager Guidelines, and ensure they are updated and posted on the EMASS website and provide interpretations of any rules that are unclear or questioned. Attend meetings of Division Committees considering rule changes and serve in an ex-officio capacity (i.e. non-voting).
6. **USA Liaison.** Act as the liaison between EMASS and Massachusetts USA Softball. Coordinate with Massachusetts USA Softball in arranging for competent USA Softball umpires assigned to games of weekend EMASS divisions. Primary Contact: Buddy Brooks (asabud@aol.com – (617) 212-5552), Secondary Contact: John Federici (jbfederici@verizon.net – (781) 862-6879), and State Commissioner: Phil McElroy (phil.mcelroy14@gmail.com – (617) 417-9281).
7. **Communications.** Communicate all rule changes with division coordinators and ensure that umpires, managers and members are informed of the EMASS rules and rule changes. Ensure that the website is up to date with the EMASS rules.

The process of considering rule changes, particularly prior to the start of the upcoming season, is at the discretion of Rules Coordinator and the Board of Directors. The objective is to keep nearly all EMASS rules consistent across all divisions. However, based on the wide range of ages and athleticism of our members, some rules are unique to particular divisions.

Current Rule Change Process

EMASS rules are mostly consistent across all divisions. However, some rules are unique to particular divisions to accommodate age differences, safety preferences or other specific needs of a division. The process for a rule change is generally as follows:

1. Form a Rules Committee that embodies a cross section of the league. The committee is composed of the Division Coordinators or their delegate.
2. The Rules Committee meets and discerns alternatives.

3. All rule changes require 4 of the 5 divisions to approve before being considered for Board approval. In other words, no single division has veto power over a rule, regulation, or policy recommended to be used across all of EMASS.
4. Any division may propose to be exempt or have a special rule that differs from EMASS. It is not uncommon for divisions at our league's extremes (American and Metro) to have a few rules that run contrary to EMASS rules.
5. Create a summary of proposed rule and policy changes and present them to the Board of Directors for approval.
6. Update the league's rules in accordance with the Board of Directors' approvals.
 - I. Update EMASS rule book and work with Webmaster to post on EMASS website.
 - II. Update EMASS/USA rulebook to be used only by USA Softball umpires.

The difference between the two rulebooks is that the former includes many USA Softball rules as a means of ensuring our members are aware of important USA Softball rules. The version maintained for USA Softball does not include these rules since they are found in the USA Softball rule book.

7. Inform the EMASS Umpire Coordinator and the USA Softball primary contact of any changes in league rules and provide them the interpretation of rules added or modified.
8. Create and update the EMASS Rules Forum Page on the website. The purpose of the rules forum is to improve the knowledge of managers, umpires and members on the correct interpretation of EMASS rules, especially those where misinterpretations are common.

Rules Coordinator Timeline

January

Form a Rules Committee with representation across divisions.

February

Schedule meeting of the Rules Committee

March

Ensure meetings have concluded at least one week before March meeting of the EMASS Board. Summarize proposed rule & policy changes, present them to the EMASS Board, and gain approval from the EMASS Board.

April

Update any rule and policy changes approved by the EMASS Board, ensure the changes are uploaded to the EMASS website, and communicated to the Umpire Coordinator.

May-August

Record ideas and observations communicated by members about potential rule changes. Publish updates to the Rules Forum web page.

September

October

November

Solicit feedback on current rules or suggested new rules.

December

Solicit feedback on current rules or suggested new rules.

SCHEDULING COORDINATOR

The Schedule Coordinator plans the EMASS schedules for each division ensuring that field conflicts and holidays are all incorporated. This role requires several hours of work in the pre-season and some minimal work throughout the rest of the year for communications, and attendance at board meetings. The primary responsibilities of the Schedule Coordinator are:

1. **Awareness of Field Conflicts.** Understand all of the EMASS field constraints and conflicts throughout the year so that the pool of field availability dates for EMASS games is well understood and worked out well in advance.
2. **Schedule Drafting.** In February/March, for each division, lay out the draft schedules for each division and work with all the division coordinators to review and agree on:
 - a. number of games,
 - b. holiday conflicts,
 - c. pre-season dates,
 - d. regular season dates,
 - e. regional tournaments that may cause conflicts within a division,
 - f. other schedule irregularities,
 - g. playoff dates.
3. **Schedule Definition.** Submit excel files (one for each division) that specify the schedules in a format that TeamSideline can easily import, namely:

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
Date	Time	Field	Visiting team	Home team
MM/DD/YYYY	xx:xx	Field name	Team name	Team name

4. **Schedule approval.** Present draft schedules and significant schedule changes to the board for approval.

TROPHY COORDINATOR

The EMASS Trophy Coordinator is responsible for coordinating with the trophy vendor to procure trophies for each division to be distributed at the EMASS banquet. This role requires just a few hours per year after the playoffs and in preparation for the banquet. The primary responsibilities of the Trophy Coordinator are:

1. **Select Trophy Vendor.** Approach the previous trophy vendor or solicit a new one before the playoffs start to ensure plan and timeline for procuring inscribed trophies by the banquet date.
2. **Collect Trophy Recipients.** Work with Commissioner and Division Coordinators for 1) all team names and individual names on each team, 2) individual award recipients, and 3) Courage award recipients.
3. **Produce Trophies.** Notify vendor of the team names and individual names for all trophies. Maintain communications with vendor to ensure availability by banquet time.
4. **Deliver Trophies.** Pickup trophies and deliver to Banquet.

The trophy contact is Larry Scafidi, Embassy Trophy Co., 80 Maple St., Waltham, MA 02453 (781-893-6532, embassytrophy@verizon.net).

UMPIRE COORDINATOR

The role of the Umpire Coordinator is to plan and coordinate umpires for all weekday EMASS games. This role requires a few hours per week to schedule umpire slots during the season and several hours during the off season to recruit umpires, update rules, and attend board meetings. The primary responsibilities of the Umpire Coordinator are:

1. **Recruit umpires.** Recruit returning and new umpires from EMASS membership.
2. **Umpire planning.** Create an inventory of umpires and understand their timing conflicts. Review draft team rosters and draft schedules to minimize conflicts and constraints.
3. **Umpire scheduling.** Schedule umpires so that duty cycle is roughly one job every other week. Provide at least a week lead time to ensure that the umpires are available to work all the scheduled games. Make adjustments to the schedule as conflicts arise.
4. **Umpire payroll.** Reconcile the monthly pay accounting for the EMASS treasurer. Provide basis for umpire paychecks at the end of each month.
5. **Scoring.** After games have completed, report official scores to the division coordinator.
6. **Communications.** Coordinate weekly with all EMASS umpires to review member feedback, expectations, rule changes and other topics as needed. Collaborate with division coordinator to assist in discussing and resolving any umpire disputes among players, managers and umpires.
7. **Rules communication.** Ensure rule changes from the rules committee are communicated and understood by all EMASS umpires. Assist Rules Coordinator in publishing updates to the Rules Forum web page.
8. **Umpire training.** Solicit umpire feedback and provide general and specific training for EMASS umpires as needed to reflect member and board feedback.

Umpire Coordinator Timeline

January

Solicit umpires for upcoming season.

February

Finalize EMASS umpire crew for upcoming season.

March

Communicate with all umpires to understand availability (divisions, holidays, personal conflicts). Review draft team rosters to ensure that two or more umpires are not placed on the same team.

April

Pre-season umpire meeting to review expectations, schedule planning, rule changes. Review feedback from last season and provide training update for all EMASS umpires.

May-August

Schedule umpires for each week with 1 to 2 weeks advance notice. Ensure scores are communicated with division coordinators. Maintain umpire bookkeeping to support monthly EMASS umpire paychecks. Communicate any relevant board directives to and from umpires.

September

Schedule umpires for playoffs with 1 to 2 weeks advance notice.

October

Solicit and consolidate umpire feedback from previous season.

November

Solicit existing umpires in returning as umpires next season.

December

Solicit new umpires for next season.

WEBMASTER

The Webmaster manages the content of the website. The primary responsibilities of the Webmaster are:

1. **Website creation.** Define the basic structure, content and operation of the EMASS website.
2. **Website update.** Maintain up-to-date content across all aspects of the website including:
 - a. Registration programs
 - b. Calendar
 - c. Schedules
 - d. Rosters
 - e. Rules and policies
 - f. Downloads
 - g. Governance
 - h. News and notifications
3. **Communications.** Create and maintain distribution lists, mail templates, contact lists and surveys for use by EMASS board members and Division Coordinators.
4. **Training.** Help Division Coordinators and board members to use communication capabilities, and other features of TeamSideline to manage league operations.
5. **EMASS user support.** Monitor all EMASS queries through the website. Answer questions, clarify content and resolve issues as submitted by EMASS members and non-members who interact with the website.
6. **TeamSideline contact.** Interact with TeamSideline support team to submit bug reports, transition to new releases, and request new features.
7. **EMASS Board Rep.** Report on website status, issues, and data as needed or requested for board meetings. Provide financial reports from the registration data maintained through the website in support of the treasurer.
8. **Graphical content.** Collect photos across various EMASS events for publication on the website. Collect photos of winning teams each for incorporation on the Division description page and update each year. Update the EMASS demographic content periodically and update the Division description page.
9. **Maintain domain names.** Keep e-mass.org registered and up-to-date as the EMASS website's domain name.

Webmaster Timeline

January

Develop a new program for all divisions.

Enable program in late Jan when registration is scheduled to open.

Post board meeting minutes, update calendar, monitor/answer all queries through website.

Clean out old news, archive last year's program, scan entire website for obsolete content.

February

Monitor registrations and assist division coordinators in registration reports.

Post any updates to rules and policies.

Assist and train new Division coordinators in scoring and communications.

Post board meeting minutes, update calendar, monitor/answer all queries through website.

March

Post team rosters at direction of Division coordinators.

Review division schedules, build import files and post schedules for each division.

Code in the tie-breaker list for each division.

Post board meeting minutes, update calendar, monitor/answer all queries through website.

April

Post team rosters and schedules on website after approved by Division Coordinators.

Post new EMASS contact list after registration closes.

Provide Emergency contact lists for each Division for distribution to all managers.

Post board meeting minutes, update calendar, monitor/answer all queries through website.

May-August

Adjust rosters in each division as Division Coordinators re-balance teams.

Monitor all EMASS queries through the website.

Assist Division Coordinators in scoring,

Post board meeting minutes, update calendar, monitor/answer all queries through website.

September

Create and post the playoff bracket.

Collect a picture of winning team in each division, update division description page.

Post board meeting minutes, update calendar, monitor/answer all queries through website.

October

Post board meeting minutes, update calendar, monitor/answer all queries through website.

November

Collect pictures at banquet and post.

Post board meeting minutes, update calendar, monitor/answer all queries through website.

December

Post board meeting minutes, update calendar, monitor/answer all queries through website.

Procedures for Conducting Board Meetings

1. General Meeting Procedures
 - 1.1. Basic Robert's Rules of Order shall serve as a guideline for conducting all Board meetings.
 - 1.2. The Commissioner/Presiding Director has the discretion to allow non-board members and invitees to participate in any and all discussions, including those in executive session. If there is an objection to a non-board member's participation, a formal vote shall be taken.
 - 1.3. Any change to the previously approved positions/committee chairs listed in the EMASS Policies and Procedures document, or the list of managers and assistant managers, as well as any other positions created by the Board, may be made by a simple majority vote of the Board at any time.
 - 1.4. Any rule, procedure or policy of EMASS may be altered, amended, or repealed by a simple majority vote of the Board at any time.
 - 1.5. The approved budget shall be considered a "working budget," and as such, may be amended at any time by a simple majority vote of the Board.
 - 1.6. Any previously adopted motion beyond the scope of the categories outlined in 3,4,5 above may be altered, amended, or rescinded by a simple majority vote of the Board at any time. However, the individual making the motion and the individual seconding the motion must have voted in the affirmative when the original motion was offered.
 - 1.7. Under extenuating circumstances, as determined by the Commissioner/Presiding Director, a vote as outlined in numbers 3,4,5 or 6 above may be carried out electronically without a standard Board meeting.
2. Executive Session - The Board may, by majority vote of those present, elect to close all or any part of a meeting so as to convene in executive session to discuss matters which the Board has determined should, in the best interest of the Association, be discussed in executive session.
3. Meeting Agenda - In order to ensure that meetings of the Board are productive and efficient, at least two (2) days prior to any meeting of the Board, the Meeting Agenda shall be sent by e-mail to every Director and at the discretion of the Commissioner/Presiding Director published on the Association's Website.
4. Notice of Board Meetings - Notice of all meetings of the Board shall be sent to each Director at least 2 days prior to such meeting.
5. Quorums - At any meeting of the Board, a quorum shall consist of at least one-half (1/2) of the Directors then in office.

APPENDIX

The following pages provide a template for each of the monthly board meetings. Any board meeting will adjust these agendas and topics as needed to meet the needs of the current context and Commissioner's priorities. These templates are starting points for the monthly agendas that capture the necessary activities and governance topics that should take place, and when they should take place, across the monthly calendar. Like the monthly activity timelines for the other EMASS roles, the following month by month activity descriptions represent the operational role description for the Commissioner of EMASS.

JANUARY AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Approve Managers
3. Registration Update
4. Fields Update
5. Insurance Update
6. Equipment Update
7. Marketing Update
8. Review EMASS Pulse Survey Results
9. Intelligent Aging Update
10. Discuss Use of EMASS Contact List
11. Open Topics

Review and Approve: December Board Meeting Minutes and Financial Report.

Approve managers in each division. Enter executive session for confidential discussions. By Each Div Coord discusses all new managers, moves to approve and vote.

Registration Update: Discuss registration metrics (new, returning by division).

Fields Update: Discuss field challenges and outstanding actions.

Insurance Update: Ensure Treasurer has renewed all insurance policies.

Equipment Update: Discuss any equipment challenges and actions.

Marketing. Review marketing efforts. Testimonials, email to members on outreach to local publications.

Budget (re) Approval. New vote on budget amendments and corrections.

EMASS Pulse Survey: Review survey plans for upcoming season.

Open topics

Next Meeting – ?.

FEBRUARY AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Registration Update
3. Recruitment/ Marketing Update
4. Division Updates
5. Schedule/Fields Update
6. Umpires Update
7. Intelligent Aging Update
8. Equipment Update
9. EMASS Gear/Online Store
10. Discuss Use of EMASS Contact List
11. Awards Banquet
12. Open Topics

Review and Approve: January Board Meeting Minutes and Financial Report. Treasurer report review.

Registration Update: Registrations ahead of last year's pace 375 total vs 320 total in 2018. New player enrollments are double last year with 36 compared to 18 at this time in 2018.

Marketing. Beth Bryant on track. Press release published. Press release published Feb 15. Several local pubs picked it up: (do you know how many?). A few leads in the works for stories/interviews (any specifics here?) New player enrollments up from 18 (2018 at this time) to 36. 2018 finished with 55. Website queries are way up and many have said they heard about us in local media. Last year we had about 2 per week. Now I get about 1 or 2 each day. FB traffic much higher

Division Updates: American: Numbered pinnies for new player tryouts? Atlantic: Metro: Talked to Fabricant and Devoll about management style. National: Talked with Ian/Rich. Pacific: Draft scheduled for Apr 4.

Schedule/Fields Update: No schedule update.

Umpires Update: ASA has dropped out. Norm is soliciting EMASS umpers for Saturdays.

Intelligent Aging Workshop Update: Next workshop for managers on Mar 30 at Wayland library. Board members invited as well. 15 Yes, 27 No, 23 non-responders. I plan to send an invite out to the new players and invite them since we will have room.

Equipment Update: Equipment is transferred. Balls ordered and received. New screens received.

Use of Contact Lists: Discussed policy for members use of contact lists. Discourage use for commercial solicitation purposes.

Next Meeting – Apr 1, 2019.

MARCH AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Registration Update
3. Recruitment/ Marketing Update
4. Division Updates
5. Schedule/Fields Update
6. Umpires Update
7. Intelligent Aging Update
8. Equipment Update
9. Rules Committee
10. EMASS Night at Fenway
11. Open Topics

Review and Approve: Minutes and finance report.

Registration Update: Registrations finished at 528 with 404 total members. New player enrollments finished at 62 up 60% over last year (36). The pace of registration was far better than last year except for American and Pacific.

Marketing. Press release was published in 21 local pubs. Beth still working on leads for local player stories or human interest stories. Pay her early.

Schedule/Fields Update: Wayland good to go for Apr 16. May 4th still up in the air because Wayland is unavailable. Galoni and messenger are options. American adding one more date and moving playoffs out 1 week. Otherwise, all schedules are ready for publication.

Umpires Update: ASA has agreed to continue on Saturdays.

Intelligent Aging Workshop Update: 115 invites. 23 confirmed, 51 RSVPd NO and 45 did not respond to either the 1st note or the followup. Lesson learned. 13 Mgrs, 8 Newbies, 3 Board members. 20-30 is the right size for Wayland library and good interaction. Several improvements over 1st pilot: Balance and offense/defense content, 2 1 hour sessions with a Lunch break, hands-on time, one fun group puzzle in each half, Smoothie demo and taste test. Great reviews 15/15 responded "worth the time." Each evaluation item scored better than 1st pilot.

Equipment Update: Equipment is transferred. Balls ordered and received. New screens received.

Rules Committee Update: Coordinators met to discuss rules. No division specific rules regarding senior bats. National will adopt a division specific rule regarding senior bats.

Tie-breakers: win %, head to head, ave run differential between tied teams.

Runners making contact with fielders is overly protective of fielder.

EMASS Night at Fenway: \$235 for 50-100 people for 2 hour buffet, open bar, + grandstand ticket. Board first, then managers, then members. Need to get 50 by May 1st.

Next Meeting – Apr 29, 2019.

APRIL AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Division Updates
3. Schedule/Fields Update
4. Umpires Update
5. Intelligent Aging Update
6. Equipment Update
7. Rules Committee
8. EMASS Store
9. Open Topics

Review and Approve: Minutes and finance report.

Division Updates:

Schedule/Fields Update:

Umpires Update:

Equipment Update: Equipment is all refreshed and available at fields.

Rules Committee Update: Coordinators met to discuss rules.

EMASS Store availability: EMASS store will be open for 2 weeks from May ? to May ?

Next Meeting – May Date

MAY AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Division Updates
3. Schedule/Fields Update
4. Umpires Update
5. Intelligent Aging Update
6. Equipment Update
7. Rules Committee
8. EMASS Store
9. Open Topics

Review and Approve: Minutes and finance report.

Division Updates:

Schedule/Fields Update:

Umpires Update:

Equipment Update: Equipment is all refreshed and available at fields.

Rules Committee Update: Coordinators met to discuss rules.

EMASS Store availability: EMASS store will be open for 2 weeks from May ? to May ?

Next Meeting – Jun Date

JUNE AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Division Updates
3. Schedule/Fields Update
4. Umpires Update
5. Intelligent Aging Update
6. Equipment Update
7. Rules Committee
8. EMASS Family Day plan
9. Open Topics

Review and Approve: Minutes and finance report.

Division Updates:

Schedule/Fields Update:

Umpires Update:

Equipment Update: Equipment is all refreshed and available at fields.

Rules Committee Update: Coordinators met to discuss rules.

EMASS Family day Plan:

Next Meeting – Jul Date

JULY AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Division Updates
3. Schedule/Fields Update
4. Umpires Update
5. Intelligent Aging Update
6. Equipment Update
7. Rules Committee
8. EMASS Family day review
9. Nominating Committee
10. Open Topics

Review and Approve: Minutes and finance report.

Division Updates:

Schedule/Fields Update:

Umpires Update:

Equipment Update: Equipment is all refreshed and available at fields.

Rules Committee Update: Coordinators met to discuss rules.

EMASS Family Day Review:

Nominating Committee:

Next Meeting – Aug Date

AUGUST AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Division Updates
3. Schedule/Fields Update
4. Umpires Update
- 5.
6. Equipment Update
7. Rules Committee
8. Next Year's Board
9. Open Topics

Review and Approve: Minutes and finance report.

Division Updates:

Schedule/Fields Update:

Umpires Update:

Equipment Update: Equipment is all refreshed and available at fields.

Rules Committee Update: Coordinators met to discuss rules.

Next Year's Board: Assess board commitments for next year and discuss open roles

Next Meeting – Sep Date

SEPTEMBER AGENDA AND GUIDANCE

Agenda

1. Minutes/Finance Review
2. Division Updates
3. Schedule/Fields Update
4. Umpires Update
5. Equipment Update
6. Rules Committee
7. Awards Banquet
8. Trophies and awards
9. Approve slate of Candidates for next year's board
10. Cape tournament review
11. Open Topics

Review and Approve: Minutes and finance report.

Division Updates: Playoffs review

Schedule/Fields Update:

Umpires Update:

Equipment Update: Equipment is all refreshed and available at fields.

Rules Committee Update: Coordinators met to discuss rules.

Awards Banquet: Online registration open October 1st. \$15 fee. Expect 150 people. Recognize 4 EMASS members we lost this year.

Trophies/Awards: Awards to be defined by Oct 15. Rob to arrange trophies prior to banquet

2020 Board Vote: Approved 2020 slate.

Cape Tournament: Discuss EMASS code of conduct applicability for teams at Tournaments.

Next Meeting – Oct Date

October EMASS Board Meeting

Agenda

1. Minutes/Finance Review
2. Playoff Recaps
3. Player Evaluations
4. Equipment Update
5. Banquet/Awards Update
6. Board Election Update
7. Roles and Responsibilities for 2019
8. Recruitment
9. September/October 2019 Schedule

Playoff Recaps: Short review of each division's playoff results and awardees. Lessons learned for next year. *Have a standard tie breaker for each division.*

Player Evaluations: Short review of player evals shortly after season ends. Capture manager opinions while memories are fresh. Capture in spreadsheets for team balancing next year. Metro: very simple 1-5 by player. Pacific: 6 categories at 1-5. Both are simpler than the old 15 item spreadsheet. Standard Format: still up to div coordinators. But let's try and move to standard format.

Equipment Update: End of season needs for screen, balls, bases, etc. Storage space is needed.

Banquet/Awards Update: Review registration to date, program and volunteer help.

Board Election Update:

At the September meeting, the Board votes to approve the slate. Shortly after that, probably Oct. 1, post a notice of the approved slate and advise the membership that if anyone is so inclined, they can seek to become a petition candidate and that they have 30 days to gather 10 signatures and submit the petition. If there is a petition candidate(s), an election will be conducted in early Nov. If there are no petition candidates, the election will be a vote at the annual meeting in late Nov. The Nov board meeting is the annual meeting for EMASS.

Roles and Responsibilities for 2019: Review each role, incumbents and possibilities for each open role.

Recruitment: Review off-season recruiting efforts and ideas. Visibility is important. But the big recruiting time is after the season starts. Hard to resolve this. Player referrals are the most effective approach.

September/October 2019 Schedule: Finish the regular season before the cape tournament. Use September for all the playoffs. Avoids the Jewish holidays and Columbus day. But conflict is the Vegas tourney.

November EMASS Board Meeting

Agenda

1. Minutes/Finance Review
2. Board Elections
3. Off-season Board Initiatives
4. Off-season Member Opportunities
5. Form Budget Committee
6. Rules Update
7. Umpires Update
8. Equipment Update
9. Recruitment
10. Registration Timeline

Review and Approve: October Board Meeting Minutes and Financial Report

Elect Officers for 2019: Approve other leadership positions including Division Coordinators, Rules Coordinator, Umpires Coordinator, Assistant Commissioner, Recruitment Chair, Player Reps.

No need for a vote if there are no petition candidates.

Div Coordinators, Umpire Coordinator, Registrar, Rules coordinator all need to be approved. Request a volunteer for the unfilled roles (like recruitment) from the membership.

Form Budget Committee Find a volunteer to chair a budget committee and recommend a budget for 2019.

Off-season Board Initiatives. Update on any board initiatives to improve EMASS governance or operations. For example: Commissioner's Handbook, Member Survey.

Member Off-season Opportunities For example: Intelligent Aging Workshop, Indoor Hitting

Rules Update Rules committee to be formed to consider any rules changes.

Division updates Review manager needs in each division for next year. Start recruiting.

Umpires Update Determine the number of EMASS umpires that are returning. Start recruiting as needed.

Equipment Update Equipment needs for next year. Need for a storage facility.

Registration Timeline Budget in December, Open Registration on Feb 1st through mid-March and then extend to April.

Open Topics

Next Meeting – December ?? or January ??, 2018

December EMASS Board Meeting

Agenda

1. Minutes/Finance Review
2. Fields Update
3. Equipment inventory
4. New season Marketing efforts
5. New Year Budget review/approval
6. Registration Timeline
7. New Season Initiatives
8. EMASS Pulse Survey
9. Commissioner handbook updates, if any
10. Open Topics

Review and Approve: November Board Meeting Minutes and Financial Report.

Fields Update: Discuss field plans and changes for next season.

Equipment inventory: Discuss storage and inventory.

New Season Marketing. Discuss and approve marketing efforts.

New Season Budget Review and discuss budget committee proposal. Agree to divisional fees. Forecast enrollments. Additional costs budgeted for marketing and new initiatives. Target budget to achieve small surplus.

Registration Timeline Open Registration on Feb 1st through mid-March and then extend to April.

New Season Initiatives. Discuss any board initiatives for the new season.

EMASS Pulse Survey: Discuss and approve any surveys planned for new season membership feedback.

Commissioner's Handbook Update: Discuss any updates planned or implemented. Direct other members interested in volunteering to this document for understanding the roles and responsibilities.

Next Meeting – ?.