

# **East Midlands Softball League**

## **Constitution – 2019 Season**

**The purpose of the EMSL is to facilitate the development and enjoyment of Softball across the East Midlands.**

### **1. Membership**

1.1 Membership of the EMSL is open to Co-Ed Slowpitch Softball Clubs that meet the following requirements:

- The club (or teams within that club) are registered with the British Softball Federation (BSF)
- The relevant league fees, BSF fees and any other fee applicable is paid by each team within the club for each period of membership
- Each team within the club has, at the point of membership starting, 2 BASU qualified umpires who will remain qualified (pending reaccreditation) throughout the period of membership at the discretion of the league committee. *For teams in their first year they do not need to provide an umpire. For teams in their second year they should aim to provide two umpires, the provision of one umpire by the team is also acceptable and they will have support in covering the games they cannot from other members.* **Exceptions can be made to this rule by the committee if they see it as fitting to promote our values of the EMSL**
- Each club will provide the following information to the EMSL committee at the point of membership and will update this information where needed throughout a membership period:
  - Chairperson – Responsible for the overall club
  - Team Captain – Names of captain responsible for each team
  - Treasurer – The person who will receive invoices from the EMSL

**Please note:** This could be the same person for all roles. The information will be collected in the form of a membership form to be completed and returned to the EMSL committee before the stated date.

**Any membership request is subject to approval from the EMSL committee.**

1.2 A period of membership is defined as the date on which the membership fees are received until the end of the following Annual General Meeting (AGM) of the EMSL. At this point all members will automatically become associate members of the EMSL. **There is no refund of any fees if a member wishes to leave the EMSL part way through a membership period**

### **1.3 Disbanding of the EMSL**

**If for any reason the EMSL disbands and ceases to exist. Any funds remaining after all liabilities have been paid will be shared equally between all members that are members of the EMSL on the date at which it disbands.**

### **2. Associate Membership**

2.1 Associate membership is a membership given to clubs who have paid for full membership before the previous AGM. Associate membership provides the following:

- Clubs will still receive information regarding the EMSL
- Clubs will still be able to participate in voting in any EMSL sanctioned vote

- Clubs may NOT participate in any EMSL games

2.2 Associate membership will lapse 3 calendar months from the date of the previous AGM. At this point Clubs will need to re-join the EMSL as **MEMBERS**. Details are above.

### **3. EMSL Committee**

The EMSL Committee will be made up of a number of roles. Some of these roles will have voting rights and some of these will not.

#### **Roles with voting rights**

- Chairperson
- Treasurer
- Secretary
- Fixtures Secretary
- Development Officer
- Website and Social media Officer
- General Members
- Umpire in Chief

#### **Roles without voting rights**

- Welfare Officer

### **3.1 Summary Description of each role (full description in the appendix):**

#### **3.1.1 Chairperson**

- Overall running of the EMSL
- Welfare Officer – Where no welfare officer is appointed
- Attending the League Heads/BSF AGM meetings
- Organising the committee to deal with any league matters e.g. disciplinary/protests

#### **3.1.2 Treasurer**

- Running of the EMSL accounts
- Payments to any creditors e.g. Grounds/Venues
- Invoicing any relevant club/body to receive funds
- Paying for expenses related to the league e.g. balls/equipment/tournament costs

#### **3.1.3 Secretary**

- Communication to the members of the EMSL
- Completing minutes from EMSL committee meetings
- Updating the BSF with any reports/summaries

#### **3.1.4 Fixtures Secretary**

- Providing fixtures for outdoor and indoor games
- Ensuring the BSF website has the correct fixtures and structure

- Collecting team availability

### **3.1.5 Development Officer**

- Act as a link between the EMSL and BSUK on sport development
- Help promote and develop the skills of all players in the EMSL
- Encourage new teams to join the EMSL

### **3.1.6 Website and Social Media Officer**

- Responsible for upkeep of the EMSL website/FaceBook/Twitter accounts
- Produce materials to promote EMSL events

### **3.1.7 Umpire in Chief**

- Organise the yearly umpires course
- Hold an up to date list of qualified umpires across the EMSL
- Have a good technical knowledge of the rules of softball
- Be a BASU qualified umpire

### **3.1.8 Welfare Officer**

- Responsible for advising the committee on any welfare issues
- Ensure all aspects of the under 18s guidance from the BSF are followed
- Ensuring the EMSL committee follows good governance principles when dealing with vulnerable people

### **3.1.9 General Member**

- To provide advice and support the EMSL committee where appropriate.

## **3.2 Resignation from the committee**

Members may resign from the committee at any point in writing. It will be at the discretion of the current EMSL committee to replace the role vacated depending on the situation. If the vacated role is to be filled then the committee will need to do this by way of an EGM.

## **4 Voting**

There are a number of voting principles employed in the EMSL.

To cast a vote in any voting situation the member representative casting the vote must be present at the physical location the vote is taking place, unless the vote is conducted by e-mail/online. It is the principle of the EMSL that all votes will be endeavoured to take place at a physical location following an AGM or EGM. It will only be by exception or when agreed at an AGM or EGM that an e-mail/online vote will take place.

### **4.1 Changes or amendments to the EMSL Rules or the **WBSC** softball rules at an AGM/EGM**

#### **4.1.1 Eligible to Vote:**

Each team within a member club or associate member club will have one vote. Where a club has two teams and therefore two votes there must be two separate representatives casting those votes.

#### **4.1.2 In the event of a tied vote:**

The chairperson of the EMSL will have the deciding vote. As per this rule it means that the chairperson of the EMSL may not cast a vote on behalf of their club/team. Another representative must be present.

#### **4.2 Changes or amendments to an issue that may arise during a committee meeting**

##### **4.2.1 Eligible to Vote:**

Any committee member present who has the right to vote.

##### **4.2.2 In the event of a tied vote:**

The chairperson of the EMSL will have the deciding vote.

### **5 Election/Removal of EMSL Committee Members**

The election of EMSL committee roles will take place at the AGM/EGM if needed. Members elected to the committee will take their posts up from the end of the AGM in which they are elected. They will remain in post until the following AGM at the point just before the vote to elect members of the committee.

#### **5.1 Eligibility to become/be a member of the EMSL committee**

All members of the EMSL committee must be members of a club that is a member of the EMSL at all times. They may transfer clubs to achieve this if necessary. If they fail to be a member of a member club they must inform the EMSL committee. Non membership will result in that person being removed from the committee.

##### **5.1.1 Nominations**

- To become a nominee for an EMSL committee role you must nominate yourself. You may nominate yourself up to the point where the chairperson of the EMSL calls for final nominations at the AGM.
- To be eligible to be nominated you must be a member of any club which currently has membership to the EMSL.
- Where there is more than one nominee then all nominees will be asked if they would like 2 minutes to put forward why people should vote for them. This can be done in person or in the form of a written statement read out by an EMSL committee member.

##### **5.2 Eligibility to vote**

Each team within a member club or associate member club will have one vote. Where a club has two teams and therefore two votes there must be two separate representatives casting those votes.

If a person who is nominated is representing their club during the voting they may vote for themselves.

##### **5.2.1 In the event of a tied vote:**

- If the vote is tied the chairperson of the EMSL at that point, It may be the outgoing or incoming chairperson depending on the role being voted on, will cast the deciding vote.

#### **5.3 Removal of committee members from the committee**

If a committee member is not acting in a manner which befits the purpose of the EMSL then they can be removed from the committee by the other committee members if the following process is followed. This process is overseen by the chairperson of the league.

5.3.1 A committee member puts forward a motion at a committee meeting stating why they believe a member has not acted in a manner befitting to the EMSL. Reasons for this may include, but are not limited to:

- Failure to attend committee meetings without notice
- Representing the EMSL in a way not agreed by the committee at events related to Softball or the EMSL
- Posting on social media comments on behalf of the EMSL which are not in line with our values

5.3.2 The motion must be voted on by committee members present at the meeting, however for the vote to count there must over half of the committee members present to vote at the meeting. If there is not then the motion will be carried over to the next meeting until there are sufficient committee members present to vote. If the vote is NOT passed then no further action is taken. If the vote IS passed then a motion will be placed on the agenda for the next committee meeting to discuss.

5.3.3 Before the next meeting the committee member in question will have all the information sent to them by the chairperson, or other committee member designated by the chairperson to avoid any conflict of interest, and will have the opportunity to respond to any allegations, and must do so before the next committee meeting so all members can read the response and be ready to vote at the meeting.

5.3.4 During the meeting in which the motion is on the agenda, there will be an opportunity for any further points to be discussed but it is not the intention to go through the whole process again. A vote will then be cast to determine if the member should be removed from the committee. The minimum number of committee members present must be over half of the committee to vote. If the vote is NOT passed then no further action is taken. If the vote IS passed the member in question will be removed from the committee immediately. The rest of the league will also be informed that the member has left the committee.

5.3.4 There will be no appeal from this process as there are two independent votes to remove a person from the committee and they have the opportunity to make representations.

## **6 Formal Meetings**

### **6.1 AGM**

The EMSL committee will hold an AGM every year to update the members of varying aspects of the EMSL. This may include rules/finance/development/umpires/etc. The meeting will also include the election of officers to the EMSL committee.

Notice will be given to members about the AGM.

#### **6.1.1 Proposals**

Members will have the opportunity to raise proposals for changes or amendments to the EMSL to be voted on at the AGM. Members will have at least two weeks' notice to submit proposals. The EMSL committee will then put all of the proposals together and send them out to members. Members will then get a further two weeks to discuss proposals with their members to determine how they wish to vote at the AGM.

This will be the only way a proposal can be put forward for the AGM unless there are exceptional circumstances i.e new rules from the **WBSC**. In these cases the proposals may be added by the EMSL committee. The committee will allow more time if needed for a vote to occur if the proposal is felt to be too close to the AGM date. This would only be in exceptional circumstances.

## **6.2 Extraordinary General Meeting (EGM)**

If the need arises to discuss a change or amendment to the EMSL rules or committee, which the committee feels cannot be completed without a physical meeting of the members then an EGM may be called.

Members will be given two weeks' notice of the meeting to discuss the proposals with their members to allow them decide how to vote at the EGM.

It is anticipated that an EGM will only be called in exceptional circumstances when major changes are required.

## **7 Definitions:**

### **7.1 Club**

A club is a Co-Ed Slowpitch Softball club which has players registered with the BSF. Where the club has one team then they may be referred to as a club. They are responsible for having a chairperson, treasurer and captain per team as a minimum. If a club has more than one team then players are eligible to play for any team in that club and do not count as ringers. A club is also responsible for ensuring they have a minimum of two qualified BASU umpires, as stated in the 'EMSL -Amendments to **WBSC** Rules' document, per team that they have.

### **7.2 Team**

A team is a group of players that play Co-Ed Slowpitch Softball together. Each team will have a captain who is responsible for that team. Each team will have the required number of players registered with the BSF as per the **WBSC** rules. They will also have a minimum of two BASU qualified umpires as stated in the 'EMSL -Amendments to **WBSC** Rules' document.

### **7.3 For the purposes of the above the following will help with any questions:**

#### **7.3.1 A club will be treated as a club for the purposes of:**

- Ensuring they have a chairperson who is responsible for the club
- Ensuring they have a treasurer who is responsible for payments
- Ensuring they have a captain for each team they have
- Ensuring they have two BASU umpires per team
- Ensuring they have a procedure to cover umpire duties should one of their teams not be able to
- Responsible for paying invoices from the EMSL. Invoices will be broken down by team
- Players playing between teams without being ringers

#### **7.3.2 A team will be treated as a team for the purposes of:**

- Ensuring they have a captain who is responsible for them
- Providing all of the equipment set out in the rules when they are home team
- Ensuring they provide umpires to cover fixtures they are assigned to

## **8 Umpires**

8.1 Each team will have a minimum of two BASU qualified umpires. If the team is part of a club then the club must have a minimum of two BASU qualified umpires per team. (Unless they are in their first or second year of existence, see notes above under membership)

8.2 It is the clubs responsibility to ensure that any team they have covers all of its umpiring duties. We expect clubs/teams to follow the following routes to secure an umpire for a game they are responsible for:

- From within their team
- From within their club
- From the list of umpires held by the Umpire in Chief
- From an umpire outside of the EMSL clubs who is BASU qualified

8.2 Please be aware that it is expected that a player may have to miss a game playing to umpire a game another team in their club is responsible for if they cannot provide an umpire. It is expected in this case that the player's absence can be covered by a player from the team he is covering for.

8.2 It is not acceptable to fail to provide an umpire for a fixture your team/club is responsible for. You will have opportunity to give availability at the start of the year before the fixtures are released. Any issues should be flagged up to the committee as soon as possible. The committee will be using the following as a guide when a team/club fails to provide an umpire:

- 1<sup>st</sup> offence – the team not providing an umpire is docked 3 points
- 2<sup>nd</sup> offence – each team in the club will be docked 3 points.
- 3<sup>rd</sup> offence – at the discretion of the EMSL committee but will be stronger than the above.

8.3 To help facilitate clubs having the required number of umpires the EMSL will put on an umpiring course once a year and give notice to members so that they can arrange for people to attend.

8.4 Umpires whose accreditation is expiring will be given until the end of the first half of the league to become reaccredited. This will currently involve completing a two day BASU course or being assessed by a BASU accredited assessor depending on their individual situation.

## **9 Cost of Playing**

The cost of playing softball varies each year due to cost of balls/grounds/markings out/league fees/BSF fees. It is the principle of the EMSL to remain on a sound financial footing and to ensure that the EMSL does not lose money each year.

### **9.1 Further guidance**

#### **9.1.1 League Fees**

These are set each year at the AGM and will be based on any costs associated with running the EMSL throughout the year

### **9.1.2 Balls**

The cost of balls will be dependent on the cost set by the vendor we use. We currently use the BSF approved vendor and we intend to continue this as the balls are used in the majority of BSF competitions

### **9.1.3 Ground Cost**

This will vary with the ground and will be set out each year.

### **9.1.4 Marking Cost**

This again varies by the ground that we use.

### **9.1.5 BSF Fees**

These are set by the BSF at the AGM in approx. February each year. It is a mandatory cost for teams joining the EMSL and having the correct insurance in place.

### **9.1.6 BASU Umpires Course**

We run an umpires course every year which is free to EMSL members. This is due to the expectation of each team providing two qualified BASU umpires

### **9.1.7 End of Season Party**

This is held every year to present awards for the division winners and MVPs

### **9.1.8 Current Cost**

The current cost of playing softball in the EMSL is (2019):

- Game fee paid per game: £20 (£10 per team)
- Umpire expenses paid per game: £10 (£5 per team)
- League Fees: £50 (Reduced to £25 if paid by specific date)
- BSF Fees: See BSF website
- Ball Fees per full season: £110

The cost of playing will always be discussed at the AGM. Where changes are beyond the control of the EMSL committee then the cost may increase or decrease. If there are options to discuss regarding costs then these will be voted on as per the correct procedures.

## **10 League Structure**

The league is currently structured as follows:

- \* **1<sup>st</sup> half - 3 Divisions:**
  - \* Division 1: Play teams in own division twice and play Div 2 teams once.
  - \* Division 2: Play 1 game vs. every team in 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> division
  - \* Division 3: Play teams in own division twice and play Div 2 teams once.
- \* **2<sup>nd</sup> half - 3 Divisions:**
  - \* Playing schedule the same as 1<sup>st</sup> half.
- \* Promotion & relegation of 1 team between divisions at end of each half season.

- \* Divisions determined by finishing places of the teams in the previous half season, once:
  - \* (1) the promotion/relegation has been applied.
  - \* (2) any teams not entering the next half have dropped out.
  - \* (3) returning teams (eg Uni) return in a comparative place to the teams finishing in that place in previous half\*
  - \* (4) brand new teams to enter at bottom of Division 3

\*the previous season's games between the teams will be compared to reflect a fair position of the team(s) re-entering the league

Division winners will be determined by:

- Points
- Head to head record
- Runs conceded in games between tied teams
- Toss of a coin

### **11 Nationals Places**

The number of Nationals places are determined by the BSF.

The winners of Div 1, Div 2 & Div 3 will be eligible to qualify for a place at the following season's National Championships (subject to BSF making them available).

If the same team wins the same division (either 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) in the 1st and 2nd halves they will automatically qualify for the National Championships.

If different teams win the divisional title in the 1st and 2nd halves, the two winners will play in a play-off decider at the end of the season (date to be announced with the 2nd half fixtures)

- If a team wins Div 2 in the 1st half, and then wins Div 1 in the 2nd half, they will only qualify for the 1st Division play-off game.
- In this case the Div 2 winner in the 2nd half will qualify automatically, without a play-off game (the Div 2 runner-up from the 1st half will not go into a play-off)
- If a team wins Div 3 in the 1st half, and then wins Div 2 in the 2nd half, they will only qualify for the 2nd Division play-off game.
- In this case the Div 3 winner in the 2nd half will qualify automatically, without a play-off game (the Div 3 runner-up from the 1st half will not go into a play-off)
- If a team declines to play in a designated play-off game, the other team will automatically qualify (there will be no substitutions of divisional runners-up)

### **12 Discipline - ZERO TOLERANCE POLICY.**

It is unacceptable to backchat the umpire/other players. Umpires are encouraged to take more control in games. EMSL will be employing disciplinary guidelines as issued by the BSF:

If unacceptable behaviour (including verbal disagreement) occurs – umpire gives a TEAM\* warning and instructs Team captain that any further infraction from ANY player on that team will result in immediate ejection of that player. This applies to ALL players on that team and does not have to be the player originally involved in first dispute.

\*This is subject to the outcome of the proposal being made at the 2019 AGM.

Any further infractions from a player playing under a TEAM warning should result in immediate ejection of player in question. Ejected players MUST be replaced by a legal substitute or the penalised team will forfeit the game 7-0 (as per **WBSC** ruling).

Umpires must report any team warnings/ejections to the EMSL committee

The EMSL committee will fully support its umpires in these matters. Ejected players will be ineligible to play in their team's next league game (this sanction will carry over into following season if the ejection occurs in the final game). The player in question may be subject to further sanction pending committee review.

Sanctions may include but are not limited to:

- Prevention of a team taking up its Nationals place
- Deduction of points
- A ban of any length at the EMSL committees discretion
- A permanent ban from EMSL activities for the most serious or physical incidents

### **13 Weather**

It is the umpire's responsibility to ensure safety of all players and must stop play if light/weather/ground conditions make play unsafe. See **WBSC** Rule 5a for requirements of a regulation game.

#### **13.1 Lightning**

We will be following the BSF Lighting Policy as below and the Umpires decision will be final.

#### **BRITISH SOFTBALL FEDERATION LIGHTNING POLICY**

BSF policy is based on two principles put forward by RoSPA, the Royal Society for the Prevention of Accidents, and endorsed by other organisations in the UK and abroad:

- Flash to Bang
- The 30/30 Rule

#### **Flash to Bang**

To check if a storm is coming or going from where you are standing, apply the 'flash to bang' principle, counting as soon as the lightning flash is seen until the thunder is heard.

'Flash to bang' is based on the following facts:

- Sound travels approximately 1 mile every 5 seconds.
- Lightning will always be seen before you hear the thunder.

If the time delay between the lightning flash and the sound of thunder increases over a couple of strikes, the storm is moving away from you. If it decreases, it is coming towards you.

#### **30/30 rule**

Research shows that people struck by lightning are predominantly hit before and after the peak of the storm. This means that you should be thinking about the proximity of the lightning, not the occurrence of rain. The 30 / 30 rule provides a good way of ensuring that people are sheltering during the riskiest parts of the storm.

- **If the 'flash to bang' is 30 seconds or less, you should seek shelter.**

- **Staying inside this shelter is advised until 30 minutes after the last clap of thunder.**

Following these rules will ensure that any distant strikes at the beginning of the storm or trailing storm clouds at the back of the storm (lightning can travel up to 10 miles) do not take anyone by surprise.

## **14 Club Members Under 18 Years of Age**

EMSL allows club members to be younger than 18 years of age. They must however be over 14 years of age to participate in EMSL games.

Clubs must ensure they have the correct consent and safeguarding procedures for players between 14 and 18 years of age to take part safely in the EMSL.

For benefit of doubt the EMSL will follow the guidance for players under the age of 18 issued by the BSF.

## **15 Use of Rules**

Every team must have a copy of the EMSL rules available (electronically or paper copy) at every game.

If a rule disagreement is raised during a game and the questioning team must provide a copy of the rules as proof of the disagreement.

If the rules are not available the game must continue un-protested.

If the umpire refuses to change the decision made despite being shown the rules then the game should be played under protest.

## **16 Key Dates:**

Membership Forms completed and fees paid by: XXXX

End of Associate Membership: XXXX

### **Appendix:**

#### **A.1 Committee Role Job Descriptions**

##### **A1.1 Chairperson**

##### **Responsibilities**

1. To provide overall leadership for the EMSL and have a vision of where the league is headed.
2. To ensure that the EMSL Committee functions properly by planning regular meetings, chairing them to ensure they're conducted in line with the constitution, and ensuring that matters are dealt with in an orderly and efficient manner and ensuring that any questions or motions are voted on suitably.
3. To regularly review the committee's performance to ensure it is meeting its objectives.
4. Be responsible for ensuring that the policies and procedures for running the league are in place, and are reviewed at reasonable intervals.
5. To chair the EMSL AGM in line with the same principles set out for committee meetings.

6. To represent the EMSL in any formal engagements with the EMSL members/teams, other softball teams and organisations (e.g. League Heads Forum, Presenting Trophies at EMSL events) and any other organisations that are not directly softball related (e.g. local councils).
7. To ensure any disciplinary matters or breach of EMSL rules that are brought to the committee's attention are investigated thoroughly and objectively. If the matter involves a team that the Chairperson is directly involved with then the matter must be passed to another member of the committee to review.

## **A1.2 Treasurer Responsibilities**

### **1. Management of Bank Account**

The treasurer is responsible for accessing and controlling the EMSL bank account. This involves holding security information and checking the account on a regular basis. The treasurer must also have their home address as the address for correspondence from the bank and other businesses who we pay and receive payments from. Paper statements are received and must be stored as required. The treasurer must also be prepared to pay for invoices using their own money and accounts and then receive it back from the EMSL as not all companies take bank transfer as payment.

### **2. League Running Costs**

The treasurer is responsible for budgeting and developing the costs of running the league including but not limited to:

- Ground costs
  - Agreeing costs with grounds providers and making payments of invoices to them
- BSF affiliation fees
  - Completing the yearly BSF sheet and submitting it with payment to the BSF
- Sourcing league softballs
  - Ordering enough softballs to cover the league, first ball and Labor day tournaments as appropriate
- Paying costs associated with the league – umpires course, end of season party
  - Working with those members who organise events to make payments to suppliers
- Website payments
  - Ensure any domain names or hosting is paid for before they expire
- Invoicing members
  - Creating invoices for each team so that they know how much to pay the EMSL and also chasing those payments where necessary

### **3. League Tournaments**

Working with the organisers to ensure all team payments are received and all associated invoices are paid to suppliers.

### **4. Yearly Accounts**

Preparing yearly accounts for the AGM to be shown to members showing the financial situation across the league including breakdowns for any specific competitions.

## 5. Financial Governance

The treasurer must have a basic understanding of the dealings of HMRC in relation to small communities clubs. This involves possible risks to tax and national insurance payments as well as an understanding of how to ensure we work within expected government guidelines.

### A1.3 Secretary

#### Responsibilities

1. To support the Chairperson in ensuring the smooth running of the Committee.
2. To schedule committee meetings at regular, agreed intervals as well as the EMSL AGM.
3. To create an agenda for the meetings and ensure everyone on the committee has had an opportunity to contribute any topics for discussion.
4. To write minutes and actions of any meetings that take place and ensure these are circulated to committee members & league members where appropriate.
5. To check that agreed actions have been carried out.
6. To maintain effective records and administration of any other matters regarding the EMSL.
7. To ensure good communication / correspondence with EMSL members, other softball organisations and any other parties that the league liaise with.
8. To keep a diary of future activities and events.
9. To create the AGM pack & send out to league members in advance of the AGM.
10. To ensure elections are held at the AGM in line with conditions set down in the Constitution.
11. To update the rules & constitution documents in line with changes agreed at the AGM.

### A1.4 Fixtures Secretary

#### Responsibilities

##### 1. Scheduling League Fixtures

Schedule the fixtures for the entire outdoor softball season which is currently split into two halves but this format may change in future to meet the demands of the league committee and league members. The fixture secretary will gather individual team and umpire availability from team captains prior to the start of the season and again before the start of the second half of the season. Ground availability will also be confirmed through captains of teams who have their own ground and through local authorities/sports centres, ground bookings will be made and confirmed. Once all availability is confirmed the fixture secretary will schedule the fixtures, including umpire cover, and distribute to team captains and umpires prior to the start of the season. The role will also ensure all teams are entered onto the BSUK website and in the correct divisions and that the fixtures are loaded onto the website to enable teams to enter match scores at the end of the game.

##### 2. MVP Collation

Manage the collation of MVP nominations by recording, throughout the season, all nominations sent to the EMSL email account and those presented directly to the fixture secretary. Where nominations have not been made for a particular game the role holder contacts the game umpire and team captains to encourage them to submit them. At the end of the season the

role holder will collate the nominations and provide confirmation of the male and female MVP winners for each division in each half of the season.

### 3. General Responsibilities

Support other members of the league committee and undertake additional tasks to share workload as and when required.

## Regular Contacts

Fellow committee members  
EMSL team captains  
EMSL umpires  
BSUK members  
Local authorities/sports centres e.g. Chilwell Olympia

## A1.5 Development Officer

### Responsibilities

TBC

## A1.6 Website and Social Media Officer

### Responsibilities

1. To maintain the [playsoftball.co.uk](http://playsoftball.co.uk) website by sourcing stories and images, creating graphics and keeping the resources section up to date.
2. To maintain the leagues social media accounts (Instagram, Twitter and Facebook) by posting stories, news and creating graphics.
3. To work with other committee members and independently to produce printed materials to help promote the league.
  - to brand documents (captains pack, rules, constitution etc) in the league house style.
  - to create any other digital or printed promotional material or imagery as required.
4. To help out other committee members and perform any required duties when needed.

## A1.7 Umpire in Chief

### Responsibilities

The Umpire in Chief (UIC) for the EMSL will be a specified role within the make up the EMSL organising committee. The UIC's role is to deal with all issues regarding Umpires and Umpiring on behalf of the Committee.

The UIC will:

- ensure that the League has the requisite number of qualified Umpires.
- will maintain a record of all Umpires, which will be reviewed/updated annually and made available to all league umpires, Team Captains and the League Committee.
- assist with the development of newly qualified umpires by providing any necessary support/mentoring.
- Deal with any complaints and protests

Requirements for individuals performing the role the League UIC will include:

- They will be a BASU qualified umpire.
- They will be a member of BASU
- They will have a good technical knowledge of the rules of softball

The role will require the UIC to carry out the following

- Organise the yearly umpires course, which will include identify a suitable date/dates, booking a venue, booking trainers through BASU, identifying individuals who require refresher courses
- Hold an up to date list of qualified umpires across the EMSL.
- Identify individuals requiring refresher courses
- Advertise the course dates to all captains and Umpires.
- Support new umpires during games, either by assisting in the umpiring on the pitch (plate or field) or as a mentor on the side of the diamond.
- Act as the UIC for events organised by the EMSL including the EMSL Firstball and the EMSL Laborday Tournament.
- Attend the EMSL committee meetings
- Provide an Umpire in Chief Report at the EMSL AGM

## **A1.8 Welfare Officer**

### **Responsibilities**

The EMSL Welfare Officer will liaise with the BSUK welfare team to ensure all EMSL clubs understand and follow all safeguarding and welfare procedures that are in place to protect all under-18s and vulnerable adults. They also provide confidential and impartial support and guidance for any club, coach or player that believes they have a welfare issue.

As it is important to remain impartial as welfare officer, it is considered a non-voting role on the committee.