



Coaches

Policies & Procedures

Handbook

2019

PO Box 12
Franklin, NH 03235
EIN: 20-3699319

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www.FranklinGirlsSoftballNH.com

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Policies & Procedures Handbook Table of Contents

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2018-2019 Officers

Term in Office: August 2018-August 2019

<p style="text-align: center;">Danielle Croteau, President <i>Term on Board of Directors – August 2017-August 2019</i> Email: dnc42508@gmail.com Phone: 603-293-3409</p>	<p style="text-align: center;">Open, Vice President <i>Term on Board of Directors –</i> (Address) Email: Phone:</p>
<p style="text-align: center;">Kim Stanfield, Secretary <i>Term on Board of Directors – August 2017-August 2019</i> Email: coachkim33@yahoo.com Phone: 603-387-9165</p>	<p style="text-align: center;">Heather Archambault, Treasurer <i>Term on Board of Directors – August 2017-August 2019</i> Email: archambault8@msn.com Phone: 603-630-6772</p>

2018-2019 Board Members

<p style="text-align: center;">Paul Desmarais <i>Term on Board of Directors – August 2018-August 2020</i> Email: pauldes71@gmail.com Phone: 603-494-3481</p>	<p style="text-align: center;">Carrie Duhamel <i>Term on Board of Directors – August 2018-August 2020</i> Email: barkus_13@yahoo.com Phone: 603-630-1627</p>
<p style="text-align: center;">Jon Croteau <i>Term on Board of Directors – April 2018-August 2019</i> Email: jmc42508@gmail.com Phone: 603-630-3727</p>	<p style="text-align: center;">Jenn Anderson <i>Term on Board of Directors – August 2017-August 2019</i> Email: sportgirl1_9@hotmail.com Phone: 603-748-4007</p>
<p style="text-align: center;">Corey Durfee <i>Term on Board of Directors – April 2018-August 2019</i> Email: cdurfee2277@gmail.com Phone: 603-455-7977</p>	

The Board of Directors shall be responsible for the affairs of the Corporation. They shall have control and be responsible for the management of the affairs and property of the Corporation. Board Members shall be elected at the Annual Meeting and shall serve for two (2) years or until their successors are duly elected.

Officers of the Corporation shall be elected by the Board Members at the Annual Meeting of the Corporation in August. Every officer shall be a member of the Board of Directors. Officers shall service for one (1) year or until their successors are duly elected.

- Regular Meetings are held on the third Tuesday of each month and are closed to the public.
- Annual Meeting is held the third Tuesday of August and is open to the public. Voting of new board members and officers is done at this meeting.

Situational Directives & Contacts

	Contact Person	Phone	Email
Umpire Coordinator(s)	Heather Archambault	603-630-6772	archambault8@msn.com
	Jenn Anderson	603-748-4007	sportgirl1_9@hotmail.com
Coaches Agent(s)	Kim Stanfield	603-387-9165	coachkim33@yahoo.com
	Danielle Croteau	603-293-3409	dnc42508@gmail.com
Player Agent(s)	Corey Durfee	603-455-7977	cdurfee2277@gmail.com
	Carrie Duhamel	603-630-1627	barkus_13@yahoo.com
Field & Equipment Manager(s)	Paul Desmarais	603-494-3481	pauldes71@gmail.com
	Jon Croteau	603-630-3727	Jmc42508@gmail.com

Umpire Coordinator: Works with the umpires and coaches to make sure games are covered, issues are handled and rules are being followed. Both Umpire Coordinators will be present for any discussion held after initial complaint is brought forward.

- Only person to contact umpires for scheduling of games
- Coaches need to let Umpire Coordinator know should a game be cancelled/rescheduled
- Send out weekly Umpire Bulletin to coaches and Board Members stating which umpire is working which game
- Handle concerns anyone has with umpire(s)

Coaches Agent: There for parents, coaches, players, etc. to handle any concern/issue that arises in our league involving a coach. Should a concern/issue arise, the Coaches Agent should be notified immediately and a meeting will be scheduled to discuss the concern/issue more in depth. Both Coaches Agents will be present for any conversation that will take place.

- Issue parent/player has with a coach (Player Agent will be present as well)
- Issue another league has with a coach
- Issue another coach has with a coach
- Issue a coach has with a player/parent (Player Agent will be present as well)
- Issue a coach has with a league
- Issue a coach has with an umpire (Umpire Coordinator will be present as well)

Player Agent: There for the player. Should a player have a concern/issue with another teammate, a coach, an umpire, etc. the Player Agent should be notified immediately and a meeting will be scheduled to discuss the concern/issue more in depth. Both Player Agents will be present for any conversation that takes place.

- Issue player has with another player
- Issue player has with coach (Coaches Agent will be present as well)
- Issue player has with league

Equipment & Field Manager: Responsible for the maintenance and purchasing of equipment and maintenance of field and facilities.

- Report any issues with equipment, dugouts or fields immediately
- Will help to line fields prior to games when possible

League Rules & Regulations

Adopted 9/18/18

USA Softball, of which each team is a member, specifies rules for the game. USA Softball rules, relative to the safety considerations shall not be amended or violated.

- No league official, coach, umpire, board member, officer or other shall engage in discussion on the field or in close proximity, which may be viewed as loud, unsportsmanlike, abusive or otherwise disruptive at any league functions. Please remember that any league official has the option to request a meeting to discuss issues. It is important to remember why the league exists, for the kids, and we should set an appropriate example.
- No coach shall be involved for his/her own benefit, so as to be unsportsmanlike or demeaning to another. Further, the coach shall not jeopardize the reputation of the league for his/her own good. Coaches are expected to be fair to all players, regardless of ability.
- Regulation scorebooks are required and shall be provided by the league.
- No one under the age of 15 can be the scorekeeper for any team.
- The home team shall take the first base side of the field and be responsible for prepping the field.
- The coach and scorekeeper are the only people who will represent the team in any type of discussion with the umpires.
- The only people allowed on the sidelines and in dugouts with the teams will be the approved coaches, scorekeeper and designated volunteer dugout attendant.
- During a game, when batting, all players must remain with their team and must be in the dugout, except for the batter, the first and second on deck batter and the base runners.
- Players are not allowed to coach any base at any time.
- There shall be no protested or disputed games.
- During games, black pants and team socks will be worn and shirts will be tucked in at all times. Hats/visors must be worn straight. If one player wears a hat/visor all players must wear them, with the exception of players wearing safety masks.
- No jewelry will be allowed to be worn at any practice or game.
- No candy or soda will be allowed in the dugout during practice or games.
- All players will be selected for teams based on the "draft" process to keep teams even.
- Players must wear sneakers or rubber cleats and they must be tied.
- All players must play each game. Equal playing time is not guaranteed. Upon the coach's discretion, players having an unexcused absence may have the mandatory playing time cut. After three unexcused absences or for any disciplinary reasons, a player may be dismissed from the roster, but only with board approval. An unexcused absence is a missed practice or game. Coach documentation must support this rule.
- If the batter throws the bat, after one team warning by the umpire, any subsequent batter throwing the bat is out at the umpire's discretion.
- It is possible for a game to proceed with less than eight (8) players as long as both teams agree. To avoid this from occurring the following should be considered first:
 - Borrowing of players within league, from the same age requirement or younger only

- Borrowing each other's registered players, if available, will be allowed but only from the opposing team.
- Using players, from outside the league, will **NOT** be allowed.

The following are league exceptions to USA Softball Rules:

6U Teams (Age 4-6):

- A parent/guardian or responsible adult must be in attendance for the entirety of all practices and games for all players.
- Coaches may be on the field with the players.

8U Teams (Age 8 and under):

- Games may be officiated by volunteers.
- Coaches may be on the field with the players.

10U, 12U and 14U Teams:

Reference Rules by Division (next page)

FRANKLIN GIRLS SOFTBALL LOCAL RULES 2018-2019

	6U	8U	10U	12U	14U & Up
Ball Size:	9 inch	11 inch	11 inch	12 inch	12 inch
Base Running:	One Base Per Hit	Leading Allowed After Release – No Stealing	Full Stealing Allowed After Release	Full Stealing Allowed After Release	Full Stealing Allowed After Release
Leaving Base Early:	NA	1 st Offense – Warning 2 nd Offense - Out	1 st Offense – Warning 2 nd Offense - Out	1 st Offense – Warning 2 nd Offense - Out	1 st Offense – Warning 2 nd Offense - Out
Overthrow Rule: <i>Fair Territory</i> <i>Out of Fair Territory</i>	Dead – No Advance Dead – No Advance	One Base Advance Dead-One Base Given	Live Ball Dead-One Base Given	Live Ball Dead-One Base Given	Live Ball Dead-One Base Given
Batting Line-Up:	Entire Roster	Entire Roster	Entire Roster	Entire Roster	Entire Roster
Substitutions:	Unlimited Defensive	Unlimited Defensive	Unlimited Defensive	Unlimited Defensive	Unlimited Defensive
Fielders:	Entire Roster	10 (4 Outfield)	10 (4 Outfield)	9	9
Pitching:	Coach Pitch – 6 balls No Hit – Use Tee	After 4 Balls thrown by player, offensive coach will pitch using manual machine (10 total pitches)	100% Player	100% Player	100% Player
Pitching Distance:	NA	30 feet	35 feet	40 feet	43 feet
Drop 3rd Strike:	NA	NA	NA	Yes	Yes
Maximum Runs:	NA	5 Runs Including Last Inning	5 Runs Excludes Last Inning	5 Runs Excludes Last Inning	5 Runs Excludes Last Inning
10 Run Rule:	NA	NA	10 Runs After 4 Innings	10 Runs After 4 Innings	10 Runs After 4 Innings
Time Limit:	No new inning after 60 min	No new inning after 90 min	No new inning after 90 min	No new inning after 90 min	No new inning after 90 min
Maximum Innings:	4	5	6	6	7
Regulation Game:	NA	5 (4 if called)	6 (4 if called)	6 (4 if called)	7 (4 if called)
Hit By Pitch: <i>Any Part of Body:</i> <i>On Bounce:</i>	NA	1 Base Awarded Discretion of Umpire	1 Base Awarded Discretion of Umpire	1 Base Awarded Discretion of Umpire	1 Base Awarded Discretion of Umpire
Franklin Girls Softball Additional League Rules					
Safety Rules: <i>Face Mask:</i> <i>Mouthguards:</i> <i>Cleats:</i>	NA Mandatory when in field Optional, highly suggested	Mandatory for all players Optional Mandatory, rubber only	Mandatory for all players Optional Mandatory, rubber only	Mandatory for all players Optional Mandatory, rubber only	Mandatory for all players Optional Mandatory, rubber only
Other:	Parent/Guardian must be present for entirety of game/practice	Game may be umpired by volunteer if needed			
All coaches/volunteers in dugout or on field must be approved by board and certified by USA Softball					

Policies & Procedures for Selecting Coaches

1. Throughout the registration process the league will accept applications from those that are interested in coaching during the upcoming season. Along with the application each candidate must sign and agree to a Coaches Code of Conduct (next page).
2. Following the close of the registration process, the Board of Directors will evaluate how many coaches are deemed necessary for the season.
3. All coaching applications will be reviewed by the Board of Directors. Previous coaching experience, playing history and feedback from parents, coaches, players, etc. will be discussed. Should any concerns or questions arise the prospective coach may be contacted for follow up.
4. Each coach will be voted on based on discussions above by the Board of Directors. A 50% majority must agree for said coach to be approved. Should more coaches apply than are needed for a particular level, they may be offered coaching positions elsewhere within the league. Approved coaches will have a say in who they would like to coach with them however the Board of Directors will have final approval.
5. Those that are selected for a coaching position will be required to register through USA Softball and pay for a background check to be run and to take the ACE Coaching Course and Safe Play. This must be completed each year prior to working with players (this includes assessments and any clinics or warm-up sessions held).
6. Link to register is, www.registerusasoftball.com



PO Box 12 Franklin, NH 03235
Website: www.franklinlassieleague.com Email: FranklinGirlsSoftballNH@gmail.com
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Franklin Girls Softball Coach Code of Conduct & Commitment

All coaches will follow the guidelines set below by the Franklin Girls Softball Board of Directors. Please read and sign below.

Equality:

- I will treat each player as an individual; recognizing that not all players have the same ability when it comes to some physical tasks, drills and demands.
- I will encourage all players, regardless of skill level, to be included as a member of the team.
- I will include all players without regard to race, religion, color, sex, sexual orientation, disability or any other state of federal protected class.

Safety & Health:

- I will place emotion and physical well-being of player ahead of anything else, encouraging players to remain active in youth sports.
- I will maintain a high level of awareness of potentially unsafe conditions and do what I can to provide the safest playing situations for all players. This includes, but is not limited to, the playing fields and equipment.
- I will use appropriate safety equipment to help guarantee the players' safety and reduce injury.
- I will understand and practice basic first aid at all practices and games and will report any issues immediately.
- I will ensure that injured players do not return to activity until they are cleared to do so, either by a parent or medical personnel.
- I will support and provide a sports environment for the team that is free of drugs, alcohol and tobacco and refrain from their use at all youth sports events.

Respect & Sportsmanship:

- I will keep in mind that this is a youth sports program and as a coach the game is intended for the players and not the adults. My desire to win should not outweigh that of your players.
- I will always put the children first.
- I will treat all players, league officials, umpires, parents and spectators with respect. Any issues will be discussed in a professional manner or brought to the Coach Agent or league President for resolve. |
- I will use appropriate language and tone at all times.
- I will lead by example by demonstrating fair play and sportsmanship.
- I will maintain a positive attitude and always be gracious win or lose.

Learning & Development:

- I will place emphasis on participation, skill development and having fun.
- I will do my best to give all players a chance to play in each game in accordance to participation rules of the league.
- I am knowledgeable of USA Softball and league rules and am able to teach them.
- I will make practices fun, varied, challenging and aimed at improving all players' skills.
- I will make sure practice is a reasonable amount of time and intensity will be based on age group and skill.
- I will discourage illegal or dangerous play.

Franklin Girls Softball reserves the right to release any coach for failure to follow the above Code of Conduct. Severity of the issue may result in season release or permanent release. By signing below, I agree to adhere to the above Code of Conduct. I understand that if I have any questions they will be answered by a member of the Franklin Girls Softball Board of Directors. I also understand that I will be held accountable for my actions.

I understand, that just because my application was accepted does not guarantee a coaching position with Franklin Girls Softball this season. I authorize the league to perform a background check in accordance with the requirements set forth by USA Softball. I also give them permission to check my experience and contact my references. All information in this report is confidential and is the property of Franklin Girls Softball.

Printed Name:

Signature:

Date:

Policies & Procedures for Selecting Teams

The goal of our league is to provide a safe environment for all girls to learn and develop their softball skills.

1. All players must register no later than the final registration deadline date. Any applications received after said date will not be accepted and payment will be returned.
2. Registration will open on January 1st each year online and applications will be distributed to schools and the recreation department shortly after. Applications will also be available to print on the league website. Registration events will be held, throughout the open registration period, to allow players and parents/guardians time to ask questions or pay with cash.
3. Following the close of the registration process, the Board of Directors will evaluate how many coaches are needed for the season.
4. Once coaches are selected, a date to hold assessments will be determined. This date must be approved by the Board of Directors.
 - a. Assessments will be broken down based on age of player
 - b. The cut-off date for eligibility is December 31st of the previous year.
5. During the assessment process, the BOD and all coaches will watch for skills and game knowledge to determine if a player should play at their designated age level or play up.
 - a. No players will be allowed to play an age group below their designation for any reason.
 - b. Players may choose or be asked to attend assessments to possibly play up a level should we need to fill teams. These players must demonstrate advanced knowledge of the game and the skills required to play at a higher level to qualify.
6. After assessments are held the BOD and all coaches will meet to hold a draft. Each coach will have the opportunity to select players, one at a time, for their team.
7. Reasonable efforts will be made to place siblings on the same team as long as they meet the age and skill requirements.
8. We cannot guarantee that players will be on the same team or sponsor as the previous season or with the same coach or teammates.
9. Parental requests to have a child moved to another team and/or division after the above steps have been completed will be presented to the BOD for evaluation. Approval by both the BOD and coaches involved will be required.
10. The league may decline requests if they are deemed to be unsafe for players, coaches and the league.

Fall Ball:

1. The same rules, listed above, will apply to Fall Ball League as well with one exception;
 - a. If a player is eligible to move up a level in the upcoming Spring, said player is strongly encouraged to play up at that new level for Fall Ball. It is a great time to learn the rules in a more relaxed environment.

All players, parents/guardians and guests of players will follow the guidelines listed on our Code of Conduct & Commitment (next page) and understand if they do not adhere to these rules they will be held accountable for their actions.



PO Box 12 Franklin, NH 03235
 Website: www.franklinlazzleleague.com Email: FranklinGirlsSoftballNH@gmail.com
 EIN: 20-3699319

Franklin Girls Softball Code of Conduct & Commitment

All players, parents/guardians and guests of players will follow the guidelines set below by the Franklin Girls Softball Board of Directors. Please read and sign below.

- I will refrain from unsportsmanlike behavior at all league sanctioned events. Such behavior included, but is not limited to, is profanity, inappropriate gestures, verbal threats or throwing equipment.
- I will show respect toward umpires and their decisions. I understand that all decisions made by an umpire shall be accepted as final and that only coaches may speak with the umpires regarding a decision that has been made.
- I will accept the coaches' decision regarding playing positions, batting order and amount of time played. I understand that there are no guarantees for equal playing time although coaches will do their best to play everyone at each game.
- I commit to attending all games and practices scheduled and if a schedule conflict arises I will notify the coach as soon as it has been identified. I understand that failure to attend practices may result in loss of playing time in games.
- I commit to arriving to all games and practices on time and when told to be there.
- I understand that the coach may impose additional rules, with the approval of the league, that we are required to follow.
- I understand that jersey's will be tucked in at all games.
- I understand that no jewelry will be worn at any game or practice.
- I understand that shorts are not allowed at any game or practice.
- I understand that no food will be allowed at any game or practice unless approved by the coach.
- I understand that all electronic devices, toys, etc. are not allowed in the dugout or on the field. |
- I understand that the only beverages allowed at any game or practice will be water or sports drinks. There will be no soda, coffee, etc.
- I understand that no player shall leave the dugout/designated team area without permission from a coach.
- I understand that no one shall enter the dugout/designated team area or field without permission from a coach.
- If I have an issue with a coach, I will not approach the coach at the field. I will schedule a time to meet or talk with them at a later time. In an escalated situation I understand that I will contact the league's Coach Agent to discuss the situation. If said Coach Agent is a conflict of interest, I will contact the league President.

Franklin Girls Softball reserves the right to release any player from the league for failure to follow the above Code of Conduct. They also reserve the right to release any player from the league for failure of the players' family or friends to adhere to the Code of Conduct. Severity of the issue may result in season release or permanent release.

By signing below, I agree to adhere to the above Code of Conduct. I understand that if I have any questions they will be answered by a coach or a member of the Franklin Girls Softball Board of Directors. I also understand that I will be held accountable for my actions.

Player Name *(printed)*: _____ Team: _____
 Player Signature: _____ Date: _____

Parent/Guardian Name <i>(printed)</i> :	Parent/Guardian Signature:	Date:

Policies & Procedures for Selecting Volunteers

Franklin Girls Softball relies heavily on volunteers from our community to keep the league growing. Along with our volunteers on the Board of Directors and Coaches we also look for parents, sponsors and members of our community to assist in various ways throughout the season.

Once coaches have been selected they will have the opportunity to select 2-4 volunteers for their team. These volunteers will help with doing the scorebooks, lining the field, etc. All volunteers must fill out an application and be approved by the Board of Directors. Once approved they will be asked to register through USA Softball, to pay to have a background check run, prior to having any contact with the players.

The league also accepts volunteer applications for those interested in assisting with the concession stand. Due to the fact that you will be working with players, those interested must be approved by the Board of Directors and then be asked to register through USA Softball, to pay to have a background check run, prior to having any contact with the players.

- No one under the age of 18 will be allowed to volunteer to work with a team or work in the concession stand unless they are a member of our league.
- No one shall be admitted into the concession stand unless they are scheduled to work that day or are a member of the Board of Directors.
- Link to register is, www.registerusasoftball.com



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Franklin Girls Softball Volunteer Application

Name: _____ Date of Birth: _____
Driver's License #: _____ USA Registration #: _____
Address: _____ Phone #: _____
City State Zip Code Email: _____

Are you (check all that apply):

Parent/Guardian Sponsor Other

If Parent/Guardian, name of player: _____

If Sponsor, name of business: _____

If Other, be specific: _____

How are you interested in helping (check all that apply):

Dugout Assistance Field Prep Concession Stand

What Age Group do you prefer to assist with (check all that apply):

6U (4-6) 8U (6-8) 10U (8-10) 12U (10-12) 14U (12-14) 16U (14-16) Any Age Level

Franklin Girls Softball reserves the right to release any volunteer for failure to follow the league Code of Conduct. Severity of the issue may result in season release or permanent release. By signing below, I agree to adhere to the league Code of Conduct. I understand that if I have any questions they will be answered by a member of the Franklin Girls Softball Board of Directors. I also understand that I will be held accountable for my actions.

I understand, that just because my application was accepted does not guarantee a volunteer position with Franklin Girls Softball this season. I also understand that once voted in as a volunteer for Franklin Girls Softball, I will be required to register with USA Softball, who will perform a background check.

League Code of Conduct for Volunteers

- I will refrain from unsportsmanlike behavior at all league sanctioned events. Such behavior included, but is not limited to, is profanity, inappropriate gestures, verbal threats or throwing equipment.
- I will show respect toward umpires and their decisions. I understand that all decisions made by an umpire shall be accepted as final and that only coaches may speak with the umpires regarding a decision that has been made.
- I will accept the coaches' decision regarding playing positions, batting order and amount of time played. I understand that there are no guarantees for equal playing time although coaches will do their best to play everyone at each game.
- I commit to attending all games and practices scheduled and if a schedule conflict arises I will notify the coach as soon as it has been identified. I understand that failure to attend practices may result in loss of playing time in games.
- I commit to arriving to all games and practices on time and when told to be there.
- I understand that no player shall leave the dugout/designated team area without permission from a coach.
- I understand that no one shall enter the dugout/designated team area or field without permission from a coach.

Printed Name: _____

Signature: _____

Date: _____

Scheduling of Practices & Games

Once coaches are selected they will be required to fill out a field request application and submit it to the President of our league who will give it to the Director of the Department of Recreation. The Department of Recreation will schedule practices based on requests submitted to the best of their ability.

- The Department of Recreation has ultimate say over field usage.
- The Department of Recreation has the right to cancel any practice due to safety concerns.
- Requesting additional field time or indoor usage may be done via phone, in person or via email.

Game scheduling will be completed by the Director of Department of Recreation and the President of the Board of Directors. A meeting of all local leagues will be held and games will be determined by all parties involved. It will be up to the President of the league to notify the Director of any leagues they choose not to play or any new leagues they would like to include.

Once schedules are finalized the President of the league will email the Secretary of the league and all coaches with their schedules as well as all contact information for the leagues and coaches they will be playing.

In the event that a scheduled game must be cancelled or rescheduled due to inclement weather, other events such as not enough players, etc. the following actions should occur:

- The home team decides whether or not to cancel a game due to weather. Common sense should be used to make this decision; do not risk the safety of our players. This must be decided by the coach and the President of the league or Secretary of the League.
 - Every best effort will be made to avoid cancelling games
 - Obtaining substitute players (age appropriate)
 - Obtaining substitute coaches (already board approved)
 - Relocating the game to a different field
- Once a game has been cancelled, the coach will contact the visiting team. Keep in mind that this should be done as soon as possible as visiting teams must travel. If there is time plan a time to make-up the game. It is recommended that games be rescheduled on that team's practice date and time if possible. If you are not able to reschedule during a practice time the coach will have to contact the President to reschedule with the Director of the Department of Recreation and the visiting team's league.
- Notification of the Umpire Coordinator should be done next by the team coach. They will notify the umpire(s) scheduled to work the game. They will also check to see if the umpire is available on the make-up date if one has been scheduled. If not a new umpire will be contacted.
- The coach will then notify all parents/guardians on the team of the cancellation and if already determined, the make-up date.
- The President of the league will notify the Secretary who will update the calendar, website and social media of the cancellation and make-up date (if one has been scheduled).

Fundraising

Franklin Girls Softball relies on fundraising throughout the year to help offset costs. Money collected is used for:

- Keeping registration costs down
- Awards
- Equipment
- Uniforms
- Field Maintenance
- Umpires
- Tournaments

We require all players to participate in one fundraising event at the beginning of the season, the Hebert Chocolate Bar fundraiser. Each player is required to sell a set number of chocolate bars. There is an option to opt out of the fundraiser by paying a buyout fee. All players and parents/guardians will be required to sign a fundraising contract. This allows the board to monitor how much chocolate has been distributed and how many funds have been returned as well as who has opted out of the fundraiser. Forms will be signed and candy will be distributed at the Meet & Greet. Coaches will be responsible for collecting money and making sure the correct amount is returned for their team. Money should be handed in all together to the Treasurer of the League. **All money should be turned in no later than Opening Day (April 27, 2019).**

Other fundraising is optional to participate in however we strongly encourage everyone to participate. Other events consist of a dining fundraiser (Uno's Doughraiser, Five Guys, etc.) and our concession stand (will be available at most home games).



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2019 Fundraising Contract

Player Name: _____ **Date:** _____
Team: _____ **Coach:** _____

In addition to registration costs, Franklin Girls Softball relies on the funds generated by our annual fundraisers to help us pay for uniforms, equipment, trophies/medals/pins, league registration and insurance, tournament fees and umpires.

2019 Fundraising Item:	Hebert Chocolate Bars
Player Expectations:	60 chocolate bars
Cost :	\$1.00 / chocolate bar

Parents/Guardians may choose to opt out of the chocolate bar sales by paying the buyout fee of \$40.00. This fee must be paid immediately, to a member of the Board of Directors.

- I, hereby opt out of the Hebert Chocolate Bar fundraiser and have paid the buyout fee of \$40.00
- I, hereby agree to participate in the Hebert Chocolate Bar fundraiser and will sell 60 chocolate bars (\$60.00)

By signing this agreement, I agree to participate in the mandatory fundraiser or pay the buyout fee of \$40.00. I understand that by not paying the buyout fee or selling the chocolate bars and turning in the \$60 by the deadline (**Opening Day – April 27, 2019**) that it may result in the release of the player from the league.

Parent/Guardian Name *Parent/Guardian Signature* *Date*

We will also have other fundraising opportunities throughout the season (concession stand, dining out, etc.) that we strongly encourage players and their families to participate in.

BOARD USE ONLY						
Buyout Fee Received:		Date:	BOD Initials:			
# of Bars:	Date:	P/G Initials:	Coach Initials:	\$ Rcvd:	Date:	BOD Initials:

Umpire Policies & Procedures

Qualifications:

- All umpires must be registered with USA Softball in order to umpire any games.

Scheduling:

- The Umpire Coordinator will be in charge of all scheduling. No one else should schedule an umpire unless asked by the coordinator.
- The Umpire Coordinator should be the only one contacting the umpires for any schedule changes.
- At the beginning of each week coaches will be provided with the name of the umpire that will be at their home game.
- Umpires should arrive and be down at the field, fully dressed, at least 15 minutes prior to the start of the game. Introductions between umpire and coaches should occur, a review of the rules and a field inspection should occur prior to the start of the game.
- Umpires should be contacting the Umpire Coordinator with any questions or concerns. If the Umpire Coordinator is not available umpires may reach out to the President of the league.