

# MARCO ISLAND SENIOR SOFTBALL

## GUIDELINES & PROCEDURES MANUAL



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## **Purpose and Organization of this Manual**

The Marco Island Senior Softball League (the League) Guidelines & Procedures Manual (the Manual) is authorized by the League's Governing Charter. Its purpose is to expand on the information contained in the Charter regarding the policies and procedures the League follows to carry out its mission. In addition, the Manual contains detailed information and guidance about the duties and responsibilities of the various functions and committees under the control of the Board of Directors.

The Manual is a working document and is reviewed and revised annually as necessary to include any new Board guidelines and procedures or modifications to current procedures approved by the Board in the previous year.

The Manual is organized into 11 sections, describing the various functions, duties, and responsibilities of the 11 committees comprising the Board of Directors. The sections are listed below.

Section 1 Player Personnel Committee

Section 2 Umpire Relations and Rules Committee

Section 3 Website Management Committee

Section 4 Booth Management Committee

Section 5 Health and Safety Committee

Section 6 Scheduling Committee

Section 7 Financial Management Committee

Section 8 Sponsor Relations Committee

Section 9 Media Relations

Section 10 Field Operations and Equipment Committee

Section 11 Special Activities Committee

## **Section 1- Player Personnel Committee(PPC)**

The PPC consists of a Chair and a minimum of two other Directors nominated by the Chair, subject to the Board's approval. If feasible, it is Board policy to include a member of each Division in the League on the PPC so that all three Divisions are represented.

The PPC has numerous duties and responsibilities that are described in the following sections. It is the responsibility of the Chair of PPC to ensure these duties and responsibilities are carried out following the League Charter and in conformance with the League Administrative Policy Manual (the Manual).

### **1.1 Recruitment of qualified players**

PPC will use all appropriate outreach methods to advertise and attract qualified individuals to play in the League. This includes posting flyers at Winterberry Field, Mackle Park, League sponsors facilities, and residential complexes on Marco Island and surrounding areas. Also, the PPC uses local media, including newspapers and radio stations for public service announcements and social media, to expand awareness of the League to Marco Island and nearby communities. Most important, the PPC encourages current players to identify candidates from their social contacts to register for acceptance into the League. The PPC also suggests modifications of the league contingency boundaries if deemed necessary to recruit qualified players.

### **1.2 Preparation, Approval, and Distribution of Player Registration Form**

The PPC, annually on or about April 15, prepares a draft Player Registration Form for review by the Board. The key issues to be discussed by the Board may include age requirements, residency requirements, and the registration fee. After reviewing and discussing board member comments, a final draft of the Registration Form is prepared for Board approval. Once approved by a majority of the Board Directors, the Registration Form is posted on the League website on or about June 1 annually.

All current and new players must submit their Registration Forms and fee by midnight on September 15 to the PPC to be eligible to play in the League. The completed signed hard copy of the applications is mailed directly to the Director of Budget, who collects the enclosed registration fee checks and informs the PPC of the receipt of the registration forms as they are received. The PPC then takes custody of the Registration Forms.

### **1.3 Review and Validation of Player Registration Forms**

The PPC is responsible for reviewing each Registration Form for completeness and determining if the applicant meets the age requirement and resides in the "defined geography" or any contingent geographies. The Board will determine the "defined geographies" and any contingent geographies at the first Board Meeting during April of each year based on projected needs to fulfill rosters for the next season. The current Board Policy is that to be eligible, a player must be 55 years of age and live in the "defined geography" of (Marco Island, Goodland, Isles of Capri, Hammock Bay, or Fiddlers Creek.) Other Registration Forms received from outside the "defined geography" will be held in a contingency file and used only if roster needs cannot be fulfilled as defined by the Board. In the event of "over subscription," Registration Forms will be prioritized as follows: (Prior season players, returning League alums, New Applicants with Marco Island or Goodland residency, other Applicants within Isles of Capri, Hammock Bay, and Fiddlers Creek on a first received basis.)

The PPC requires that all New Players provide copies of their driver's license, proof of property ownership, or, if renting, their 3-month rental agreement to verify that the applicant meets the age and residency requirements to be eligible to participate in the League. All previous players in the League will be grandfathered from a residency perspective and are eligible to participate. If necessary, the PPC will contact New Applicants about any eligibility questions. If an applicant does not meet the eligibility requirements to play in the League, the PPC's responsibility is to inform the player and explain the reasons for the determination.

#### **1.4 Evaluation of New Player Skill Level and Readiness to Play**

All new players must include a self-evaluation of their skill level and their previous softball or other athletic experience with their Registration Form. The PPC's responsibility is to contact each new player to review and discuss their self-evaluation responses and determine if prior or current injuries or other medical issues will impact their ability to compete. It is Board policy that all players be available to play for the entire season. The PPC is required to determine if the players will be available for the entire season and, if not, ask the dates the player will not be available to play. It is highly encouraged that every new player makes themselves available at some point before the season starts to allow the PPC and interested team managers an opportunity to evaluate the player's skill level on the field. The PPC encourages all new players to participate in summer practice games or attend the official PPC player evaluation day in early November.

The PPC documents its findings and prepares a report that includes all relevant information about all new player's skill levels and readiness to play.

#### **1.5 Preparation of List of Eligible Players**

This list includes all current and new players determined to be eligible to play in the League for the forthcoming season. The PPC is responsible for preparing the list organized by the date the application is received and includes the name of the player, date of birth, the Division, the player was in the previous year, or if the player is a new player or a returning player who did not participate the previous year.

Based on the number of eligible players on the list, the PPC makes recommendations to the Board on the number of teams in each Division and the maximum number of players on each team. Board policy aims to have all eligible players with all skill sets play to have at least 16 teams. The Board evaluates the pros and cons of the PPC recommendations and votes

on the PPC recommendations after discussing revisions. If the Board at its discretion allows new players outside the "defined geography" to play, the PPC will inform those players. The registration fee is returned to players who submitted Registration Forms from outside the "defined geography" who were not selected to participate for that year. Any other applicants who decide not to play before the Island Division draft will have their registration fee returned.

### **1.6 Recruitment and Selection of Team managers**

The PPC is responsible for identifying and recruiting qualified individuals to be team managers for the forthcoming season. The first step is to email a managerial search letter encouraging all players interested in being a manager to inform the PPC. Next, the PPC requires each candidate to complete a written interview form to assess how each candidate would perform as a team manager.

The PPC may follow up with a phone interview of select candidates to clarify responses to the written interview.

In early October, the Board is presented with the PPC recommendations on the slate of proposed managers for the Island Division and, after discussing the candidates, votes on the PPC recommendations. The successful candidates selected to be team managers are announced by the Commissioner and posted on the League website. The PPC is responsible for informing the unsuccessful candidates that they were not chosen to be team managers.

After the Island Division draft is completed, the PPC recommends a slate of candidates for team managers in the Marco Division and after that is concluded the Gulf Coast Division.

### **1.7 PPC Team Managers Meeting**

The PPC, in early November, shall schedule a meeting with all Island Division managers to review and discuss the qualifications and readiness to play of all new players. PPC will then meet with Marco and Gulf Coast

Division managers at predetermined dates following the Island Division draft. Based on the information obtained, PPC offers an opinion about which Division the new player is best suited to play. Also, any current players who have disclosed medical-related or other issues that may impact their ability to compete are discussed in this meeting. The PPC provides each Manager with an alphabetical list of all eligible players referred to as the Alpha List. This list includes each player: date of birth, the Division previously played, if the player is a new or a returning player from prior seasons, desired playing positions, and a contact phone number. Managers are encouraged to contact any players on the Alpha List they wish to help evaluate players they intend to draft.

PPC is responsible for providing all available information about any player's suitability to play required or requested by all managers on an equitable and timely basis to be prepared for the player draft.

As part of the manager meeting, each Manager learns his draft order based on a random card draw. For example, the Manager who draws the ace card has the first pick in the first round, the Manager drawing the number 6 card picks last in the first round. The remaining twelve draft rounds are held in a serpentine pattern ( e.g., the same Manager completes the #6 and #7 picks.)

Managers also learn their round assignment at this meeting, indicating the round in which the Manager selects himself in the draft. Before the meeting, the PPC decides on the draft round assignments for each Manager. Board Policy maintains parity among the teams, and managers are assigned a round based on a comparative assessment of all manager's skill sets. The assessment includes confidential opinions of a sample of experienced players selected by PPC, prior year performance and draft round assignment, and other factors related to each Manager's skill set and ability to play. The PPC recommendations are subject to Board approval.

### **1.8 New Player Performance Evaluation Event**

The PPC organizes an on-site performance evaluation event for all available new players and at its discretion, returning players/alumni who have not played in the League for at least the previous year or more. The event



includes drills to evaluate the players hitting, fielding, running, and general athletic skills.

All managers in all three Divisions are invited to attend the event, which will be scheduled on or about late October or early November annually before the Island Division draft. In addition, the PPC recruits other current players to assist in running the various drills during the event.

### **1.9 PPC Role on Draft Day**

The PPC attends all three Division drafts and assists the Commissioner in conducting the draft activities. Specifically, the PPC will record the player's name and the selected team as the managers draft them.

The PPC will sort the Registration Forms of players selected by their team and provide the forms to the team managers when the draft is concluded. After the draft, managers may negotiate trades of players subject to the approval of the PPC.

The PPC prepares a final roster of players on each team which is posted on the League website.

### **1.10 Incident Reviews and Resolution**

The PPC is responsible for handling incidents that may occur on or off the field throughout the season. Incidents can be any transgression of the behavior standards stated in the Marco Island Senior Softball Code of Conduct. Every player in the League must sign the Code of Conduct indicating his commitment to abide by its standards.

The process for incident investigation and resolution includes the following steps:

- a) Any player, manager, or Board member may identify an incident for review. Reporting of an incident is made initially to the Chair, PPC.
- b) Chair, PPC, and his committee have the sole responsibility to initiate an inquiry to determine the facts surrounding the incident. Next, the PPC interviews the players involved and others who may have first-hand knowledge of the incident. Finally, a written summary

documenting the verified facts regarding the incident and the persons interviewed by the PPC is prepared.

- c) The PPC, after evaluating the facts about the incident, determines if the incident is a minor issue that can be resolved between the parties involved with input from the PPC or a significant issue that should be elevated to the Board for review and resolution. For example, the cause for such action could be inappropriate behavior, consistently poor sportsmanship, or any actions causing harm or embarrassment to the League.
- d) The PPC ensures that information obtained about the incident is corroborated with individuals with first-hand knowledge and not based on hearsay or conjecture.
- e) The Board reviews the PPC recommendation for resolving the incident and may take several actions, including dismissal of the incident with no punitive action, warning letter to the player(s) involved, short-term or long-term suspension from playing, or suspension from the League. Any punitive actions proposed must be voted on and approved by at least six Board members at a called meeting.
- f) The resolution and punitive actions taken will depend on several factors, including the gravity of the incident, the intent of the involved player(s), extent of harm or embarrassment to other individuals and the League resulting from the incident, involvement of law enforcement, previous incidents, and possible mitigating factors.
- g) The Chair PPC informs the Manager of the affected player's team about the resolution and decision of the Board relative to punitive actions to be taken against the player and follows up the conversation with an email to the Manager. Depending on the severity of the incident, the team manager, the Chair of the PPC, or the Commissioner is responsible for informing the player of the Board's decision and punitive actions.
- h) The affected player may file an appeal to the Board and request a hearing to further present facts or other mitigating factors to have

the Board reconsider its decision. The appeal should be addressed to the Chair of the PPC by email. The Chair PPC will decide if the appeal has merit for presentation to the Board for reconsideration. If it does, the Chair PPC arranges for scheduling and conducting a hearing with the Board.

### **1.11 Manager Feedback Survey**

After the season has ended, the PPC provides all players a Manager Feedback Survey to evaluate the Manager's performance from the players' perspective. The Survey is done anonymously to promote candid and objective opinions from the players. The Survey is administered and conducted with complete confidentiality by the PPC.

The PPC compiles the information from the Surveys and prepares a summary of the evaluations and comments with no identification of the player's names. The summary is provided to each Manager. The PPC may have a conversation with selected managers if it is felt that constructive feedback about areas needing improvement would be helpful. PPC may use the Survey results to determine the managers' suitability to manage a team in subsequent years.

### **1.12 Preparation of Substitute List**

After the draft is concluded, the PPC prepares a substitute list that includes players selected in the 7<sup>th</sup> – 13<sup>th</sup> rounds. These players are eligible to substitute for an injured player if requested by the Manager of the injured player's team. The use of substitutes is governed by the requirements in Section 4 of the Local Rules.

### **1.13 Records and Document Retention**

The Chair PPC is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary

for the proper functioning of the committee but not less than two years. After the retention period expires, the records and documents may be discarded. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

## **Section 2-Umpire Relations and Rules Committee**

The Umpire Relations and Rules Committee( the committee) consists of a Chair and a minimum of two other Directors assigned by the Board. The committee has several duties and responsibilities that are described in the subsections below. It is the responsibility of the Chair of the Committee to ensure these duties are carried out following the League Charter and in conformance with the League Policy & Procedures Manual.

### **2.1 Recruitment of Qualified Umpires**

The Chair is responsible for recruiting and retaining an adequate number of umpires for the scheduled softball games and the tournament playoff games. Umpires, if possible, should either be USA Softball certified or, at a minimum had some form of training using USA Softball training guides, instructional videos, or attendance at umpire clinics.

Umpires must be familiar with the USA Softball Umpire Manual if they have not had formal umpire training. In addition, the Chair has the option of requesting the individual take all or parts of the USA Softball Umpire Exam, which is available on-line to help evaluate the individual's competency to umpire in the League.

### **2.2 Evaluation of Umpires Skills**

All new umpires should be evaluated on the field in one or two practice games before being selected to umpire in the League. The umpires should be evaluated at both positions, behind the plate, and in the field.

Umpires are evaluated on their judgment making calls, positioning and movement, knowledge of the rules, appeal plays, and game control.

The Committee Chair administers the umpire field evaluation with the support of a minimum of three Board members or managers who provide their opinions to

the Chair on the individual's suitability to umpire in the League. In addition, the Chair has the option to classify new umpires as "on probation" for their first year with a limited number of games so that the umpire's competency and suitability can be better evaluated before committing to hiring them as full-time umpires.

### **2.3 Preparation of Umpire Game Schedule**

The Committee Chair is responsible for preparing an umpire assignment schedule to cover all games in the regular season. Each game has two umpires assigned. The umpires are first requested to provide the Chair with dates they are not available during the season to umpire. The Chair then prepares a preliminary umpire schedule and has another committee member review the schedule for completeness, the proper pairing of umpires, and the number of games assigned for each umpire. A final umpire schedule is then prepared and distributed to the umpires and posted on the League website. If a scheduling conflict occurs during the season, umpires are responsible for asking other umpires to swap game assignments. The Chair must be informed of any conflicts and changes in assignments by the umpires. After the regular season, the Chair is responsible for preparing a Tournament Umpire Schedule. For tournament playoff games, three umpires are assigned for each game. The final championship game has four assigned umpires.

### **2.4 Handling Game Incidents**

The assigned umpires have complete authority over all aspects of the game once it starts. The umpires handle any incidents involving players on the field or in the dugout, managers, coaches, or people in the stands. Incidents can be any unruly or inappropriate behavior, action, or comments made by any individual in the umpires' opinion, a transgression of the League Code of Conduct. The umpires have the option of handling the incident in any way they deem appropriate, including issuing a verbal warning to the individual up to and including ejection from the game.

The umpires should inform the Manager of the individual's team that the player's behavior is inappropriate and encourage the Manager to counsel and control the

individual's behavior. For example, suppose an ejection of an individual occurs during a game. In that case, the umpires must report the incident's facts to the Committee Chair, who will forward the information to the Chair, PPC, for further review, investigation, and resolution.

If an injured player or medical emergency occurs, the umpires should call time and stop the game. Only the team manager and other players needed to assist, and qualified medical staff who may assist the injured player are allowed on the field after identifying themselves to the umpires.

## **2.5 Game Appeals and Protests**

"Game Appeals" may not be made for ball and strike calls but can be made for umpire judgment calls and for events like a runner missing a base or touching the wrong part of the double base or a base runner tagging up before the ball is caught.

If a manager wishes to appeal a judgment call during a game that may have been missed by an umpire, he first must approach the umpire making the call for an appeal. The umpire has sole discretion to decide if he was in a good position to make an accurate call or not. If he thinks he was and saw the entire play unobstructed, he may deny the appeal and play resumes.

If the umpire feels that he may have had an obstructed view of the play, he may ask the other umpire for his opinion. After a consultation, the umpires decide to change the ruling on the field or not. The umpire's decision at that point is final. Appeals to the umpire can be made during a live or dead ball and must be made before the next pitch, before the defense has left the field, and before the umpires leave the field at the end of the game.

Some calls may be appealed that are the responsibility of the scoring booth to resolve. For example, the scorekeepers monitor appeals about players batting out of order, the number of outs, and the number of runs scored. They are responsible for advising the umpires about those appeals. In these cases, the team manager must initiate the appeal to the umpire, who will look to the scorekeepers for resolution.

A "game protest" may be made by a team manager or his designate. The protest requires a \$50 fee which is refundable if the Board approves the protest. If not, the fee is returned to the League funds.

Protests can only be made if there is a complaint about umpires ruling or interpretation of a rule written in the USA Softball Rules or Local Rules.

Additionally, protests cannot be made related to the umpire's judgment call made during the game. Once a manager files a protest to the umpires and the score booth, the opposing Manager must be informed before the next pitch.

Every effort is made to resolve the protest during the game. Still, if that is not feasible, the Committee Chair is responsible for convening a hearing with at least two other Board members to review the circumstances related to the protest and decide to approve the protest or not. If the protest is upheld, the game will be rescheduled to start from the point that the protest was filed unless continuing the game is waived by both managers and the Board due to extenuating circumstances.

## **2.6 Umpire Evaluations**

After the season is ended, the Committee Chair may request that each Manager complete an Umpire Evaluation Form that includes key criteria to assess the umpire performance. The criteria include knowledge of local rules and USA Softball Rules, judgment, game control, and other umpire attributes. The ranking of attributes ranges from "below standard to "superior."

The Chair compiles the evaluations and critiques from the managers. They may be used for umpire performance reviews, umpire game assignments, or other purposes to improve the effectiveness and quality of umpiring in the League.

## **2.7 Payments to Umpires**

The umpires every month document the number of games that they umpired and submit an email to the Director of Budget for payment. A copy of the email is sent to the Committee Chair. The Director of Budget distributes checks monthly to the umpires for games from the previous month.

## **2.8 Administration of Local Playing rules**

USA Softball Rules govern all play in the League except modified explicitly by a set of Local Rules unique to Marco Island Senior Softball. The Local Rules are equally enforceable as the USA Softball rules.

Each season there may be issues regarding team rosters, playing rules, authorized bats, field restrictions, and other requirements that may be revised by the Board. Any Board member may identify proposed rule changes and refer them to the Board for discussion and approval.

The Chair's responsibility is to ensure that any Board-approved revisions are incorporated into the Local Rules on at least an annual basis. In addition, the Chair has the option of requesting the umpires' opinion on the impacts the rule changes may have on their ability to control the game.

All managers and umpires in the League must read and understand the Local Rules before the season begins. The Manager's responsibility is to ensure all players on his team are familiar with the Local Rules posted on the website.

## **2.9 Umpire Managers Meeting**

The Committee Chair arranges a meeting with selected umpires and all managers before the season begins to discuss any new rule changes and address any questions or comments about any USA Softball Rules or the Local Rules.

If a manager is unable to attend, a substitute may participate on the Manager's behalf.

## **2.10 Weather-Related Game Postponements**

Before the first game of the day, when rain or inclement weather renders the field unplayable, the Chair, Field Operations, consults with Marco Island Parks and Recreation staff to determine if the game should be postponed. The Chair or his designate is responsible for contacting the affected managers and the Chair of the Umpires



and Booth Management and informing them of the game postponement. The umpires have no role in game postponements before the game starts.

During a game, if inclement weather occurs, the umpires have the sole responsibility to decide if the game should be stopped. The game may be stopped temporarily if the weather improves, and the field is playable.

The umpires have the authority to decide whether it is safe to continue playing or postpone the game. If the game is stopped, the umpires contact the Chair, Umpire Relations, to inform him that the game was stopped. The Chair will inform the Chair Field Operations and other appropriate Board members.

If the game is stopped it is rescheduled to an alternate rain date shown on the League game schedule. The rescheduled game begins with the score, inning, number of outs, and the batter the same as when the originally scheduled game was stopped.

For 7 inning games, if it rains and the umpires call the game off, the team winning after 5 innings is declared the winner of the game. For 9 inning games, the team winning after 7 innings is declared the winner.

## **2.11 Records and Document Retention**

The Chair of Umpire Relations is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of the committee but not less than two years. After the retention period expires, the records and documents may be discarded. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

## **Section 3- Website Management Committee**

The Website Management Committee(the committee) consists of the Director of Information as the Chair, one other Board Director, and a designated Webmaster. The committee has several duties and responsibilities, including designing and modifying the website, posting information, updates, and revisions. The Committee Chair is responsible for ensuring that these tasks are carried out following the League Charter and the League Policy Manual.

The domain of the League website is *www.marcoseniorsoftballleague.com*. The Director of Budget pays fees for this domain. The website has controlled access and is password protected. Only a limited number of individuals have access to the website for specific uploading of files.

### **3.1 Webmaster Duties and Responsibilities**

The Webmaster can be any designated individual in the League who preferably has the necessary expertise in managing and maintaining the website and is willing to volunteer their time.

The Webmaster is responsible for website design, architecture, and maintenance, including the website's technical, functional, and visual components. In addition, he is responsible for uploading or post any information to the website as directed by the Commissioner or the Director of Information.

The Webmaster is responsible for advising the Director of Budget about the required fees for hosting the website and the annual domain fees.

The Commissioner and the Director of Information have the sole authority to direct the Webmaster to post any information to the website necessary to inform the players about League operations and activities. This includes Board activities and minutes of Board meetings and the annual players' meeting.

Other information, including photos of League events, and other news and information, are submitted to the Webmaster for posting to the website as requested and directed by the Commissioner or the Director of Information.

The League website is the only communication vehicle for general information about the League that is useful for external third parties interested in learning about League activities. In addition, information about how to register for the League and the Registration Form are posted on the website.

### **3.2 Director of Information Duties and Responsibilities**

The Scheduling Committee (Director of Information) is responsible for preparing the season game schedules for the three Divisions. These schedules should be prepared as soon as practical after the final decision is made on the number of teams that will play in each Division but no later than the first draft for the Island Division. These files are submitted to the Webmaster for uploading to the website. The Webmaster also converts the schedule data into input files that create the "[marcomarco.island.sr.softball@gmail.com](mailto:marcomarco.island.sr.softball@gmail.com)" account google calendar entries template for booth schedule. The google calendar is referenced within the league website.

The Director of Information also has the responsibility to prepare *Game Results to Date and Division Standing's* templates and upload these files directly to the website for the three Divisions daily during the season.

### **3.3 Posting Booth Schedules**

The Chair of the Booth Management Committee has the responsibility to update the "[marcomarco.island.sr.softball@gmail.com](mailto:marcomarco.island.sr.softball@gmail.com)" account google calendar with the

actual booth announcer and scorekeeper names for each game which is automatically uploaded to the website.

Hard copies of the announcer/scorekeeper schedules are provided to the booth so that individuals can indicate those games bi-weekly, for which they can volunteer to work in the booth.

### **3.4 Posting Umpire Schedules**

The Chair of the Umpire Relations Committee is responsible for preparing a season schedule for umpire assignments and submitting it to the Webmaster for posting on the website.

### **3.5 Records and Document Retention**

The Chair Website Management is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of the committee but not less than two years. After the retention period expires, the records and documents may be discarded. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

## **Section 4-Booth Management Committee**

The Booth Management Committee( the committee) consists of a Chair and a minimum of one other Director assigned by the Board. In addition, several other individuals, including Board members, players, or spouses of players, can volunteer to carry out the various duties of the committee described in the subsections below.

The Chair Of the committee is responsible for ensuring that these duties and responsibilities are carried out following the League Charter and conformance with the League Policy & Procedures Manual.

### **4.1 Booth Set-up and Dismantling**

The Chair is responsible for recruiting an adequate number of individuals to set up the booth before each game and dismantle the booth equipment after the last

game of the day. The specific tasks required to prepare and dismantle the booth each game day are included in **Appendix A**.

Individuals assigned should arrive at the field with adequate time ( at least 30 minutes) before the first game to allow time to set up the equipment. If an assigned booth individual has a last-minute schedule conflict, they are responsible for arranging for a substitute to take their place in the booth.

#### **4.2 Game Announcers and Scorekeepers**

The Chair is responsible for recruiting and assigning an announcer and a scorekeeper for each game and preparing and uploading the announcer/scorekeeper calendar to the website for the current and following week. The current and following week's game schedules are placed on two clipboards on the railing next to the storage box in the booth for individuals to sign up for any game day and time that they are available. Individuals can sign up for individual games or specific dates and times for the entire season. Announcers should periodically announce this information to encourage other individuals to sign up as an announcer or scorekeeper.

The announcer for the game is responsible for operating the public address system and provide timely commentary on the game as it progresses, the names of the batters, and other relevant game information. In addition, the announcer is responsible for completing the detailed "player scoresheet," which includes specific stats about each player's performance during the game. This detailed scoresheet is used for the weekly newspaper articles. The announcer also keeps track of who the last batter was in the previous inning in the event of a dispute. Finally, the announcer is also responsible for selecting appropriate music to be played between innings either from the CD library or from a personal CD tape or another electronic device.

The scorekeeper is responsible for operating the scoreboard control panel and keeping a running account of the number of outs, runs scored by inning for each team, and the time it takes for the game to be played so that time limits are not exceeded. Marco and Gulf Coast Division games have a 1 hour and 45 minutes time limit. The Island division has a 2-hour time limit. The booth announcer and scorekeeper and the team scorekeepers may be consulted for input on these

items. Still, the umpire shall have official and final authority for any disputes during the games.

At the end of each game, the scorekeeper is responsible for recording the final score of each game played that day. This scoresheet is transmitted to the Scheduling Committee Chair for uploading game results to the website daily.

#### **4.3 Records and Document Retention**

The Chair is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of the committee but not less than two years. After the retention period expires, the records and documents may be discarded. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

### **Section 5-Health & Safety Committee**

The Health & Safety Committee (the committee) consists of a Chair and another Director assigned by the Board acting as the Chair's designated representative. In addition, when available, an Emergency Medical Technician (EMT) or individuals with medical or safety backgrounds may be asked to assist the committee. The Committee Chair is responsible for ensuring the duties and responsibilities specified in the subsections below are carried out following the League Charter and the League Policy & Procedures Manual.

#### **5.1 Pitcher Protective Equipment**

Because of the inherent risk to pitchers from a batted ball, the League has established a pitcher protection policy in the *Pitcher Protection Waiver* shown in **Appendix B**. The waiver must be signed by all players intending to pitch in the Island and Marco Divisions. The penalty for throwing a pitch before signing the waiver is game forfeiture. In addition, it is League policy to help safeguard pitchers from an injury that the League provides a protective mask to each team for use by any

pitcher on the team who wants this protection. If a pitcher desires to purchase his own face protection, he may do so. The League will reimburse that pitcher for 50% of the cost of the equipment in that case.

If a pitcher does not want to wear any protective equipment, he may do so only after signing the *Pitcher Protection Waiver form*. This signed form acknowledges that the pitcher assumes responsibility for any injury he may sustain during a game. The pitcher also acknowledges that he will hold the League and the Board of Directors harmless in the event of an injury on the field.

This policy applies to any player who might be required to pitch for his team in the Island and Marco Divisions, even if he is not the primary pitcher.

The League has mandated a pitcher protection screen for all games in the Gulf Coast Division. The rules governing the use of the screen are contained in the current version of the League Local Rules. The Pitcher Protection Waiver Rule will not apply to the Gulf Coast division. Personal protection equipment is optional in the Gulf Coast Division.

## **5.2 Cardiopulmonary Resuscitation (CPR ) Training**

It is League policy to offer CPR training on an annual basis to interested individuals in the League. The committee arranges for this training to be done using the expertise of the EMTs in the Marco Island Fire and Rescue department. The training is tentatively scheduled on a Saturday during January of the current season.

It is League policy to have as many people trained in CPR as possible. If a player or other individual is not breathing or gasping for air during a game, a CPR-trained individual can render assistance until Fire & Rescue personnel arrive at the field.

In any situation where an individual appears to have breathing problems, the individuals assisting should have a cell phone with them and call 911 to provide information on the condition of the affected player and for further guidance on administering CPR.

### **5.3 Care and Use of the Defibrillator**

It is League policy to have a portable defibrillator available for all games. It is kept in the booth during the games and moved to the concession building storage room after the last game.

It is used to restore a normal heartbeat by sending an electrical shock to the heart. The defibrillator should only be used in extreme emergencies when the individual is in a life-threatening situation and is unconscious or if a pulse is not detected.

The city Fire/Rescue Division inspects the defibrillator routinely to ensure the battery is functioning correctly.

The committee holds familiarization sessions with designated personnel who may be in a position that requires them to use the defibrillator.

### **5.4 First Aid Supplies**

The committee is responsible for ensuring that an adequate amount, sizes, and types of first aid supplies are kept on hand during the games.

The supplies are stored in a waterproof, orange-colored box in the shed under the booth. As part of the booth set-up, the box is placed in the booth for use as needed. The first aid supplies that should be available for all games are listed below.

<b>AVAILABLE FIRST AID SUPPLIES</b>
Sterile Gauze Pads
Adhesive Tape



Anesthetic Wipes
Adhesive & Non -Adhesive Bandages
Sterile Gloves
Antibiotic Creams/Ointments
Scissors
Ice packs
Elastic (Ace) Bandages & Wraps

### 5.5 Emergency Medical Procedures

When the individual is seriously hurt or unresponsive in a medical emergency, the first action is to call 911. On this call, the individual assisting the injured person should describe to the 911 operator the condition of the injured individual and convey the location as Winterberry Ball Park, 1400 Winterberry Dr. Marco Island, FL

Several injuries may occur during a game, and basic first aid medical procedures must be rendered as soon as possible. Basic first aid guidelines for helping an injured player are shown in **Appendix C**. These guidelines should be available in the booth during all games for reference for any person attending to an injured player.

### 5.6 Records and Document Retention

The Chair is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of the committee but not less than two years. After the retention period expires, the records and documents may be discarded. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

## **Section 6- Scheduling Committee**

The scheduling committee(the committee) consists of a Chair(Director of Information) and another Director. It is the responsibility of the Director of Information or his delegated representative to prepare a regular-season game schedule, a tournament game schedule, and a compilation of game results and standings of the teams in each Division. These responsibilities are carried out following the League Charter and in conformance with the League Administrative Policy Manual.

### **6.1 Regular Season Game Schedule**

An excel spreadsheet with six pre-set schedules (labeled 1-6), including the dates and times for each game, is prepared. This corresponds to the six teams in the Island Division and the Marco Division. A similar schedule is prepared for the Gulf Coast Division, for the number of teams the Board determines. The schedules for the Island and Marco Divisions will include three rainout days and will begin in early January. The schedules will be prepared so that each team plays the same number of home and away games as every other team. The schedules will also be prepared so that each team will play a similar number of games at each available time slot to the maximum extent possible.

These schedules are prepared as soon as practical after the final decision is made on the number of teams that will play in each Division but no later than the first draft for the Island Division.

Before each Division draft occurs, the draft order will be determined by a random draw, with each team drawing a number between 1-6. After the draft order is determined, each team will be slotted into their corresponding number on the schedule.

After the spreadsheet is reviewed for accuracy and is verified that the schedule meets the above requirements, these files are submitted to the Webmaster for uploading to the website as noted in Section 5.2.

Website Management

## **6.2 Tournament Game Schedule**

A spreadsheet for the 3 tournaments is prepared in the same manner as described in Section 6.1. The tournament will begin on the Monday after the regular season unless it must be pushed back to accommodate additional rain make-up dates. The spreadsheet will slot in teams according to their final standing in the regular season. Once the final standings have been determined, the appropriate team names will be substituted for the numbers used to create the original spreadsheet. These files are then submitted to the Webmaster for uploading to the website as noted in Section 5.2, Website Management.

## **6.3 Compilation of Game Results and Standings**

The Director of Information or his delegated committee member is responsible for obtaining each game's score from the scoresheet prepared by the booth scorekeeper daily.

The scores are entered on separate *Game Results to Date and League Standings* excel spreadsheet files for each Division. In addition, the standings are calculated daily based on the game results.

These files are directly uploaded to the website for the three Divisions daily during the season. At the end of each week, the results and standings are subjected to a quality control check by the Director of Information and the Commissioner. This is done by comparing the records kept separately by these individuals and reconciling any differences.

## **6.4 Records and Document Retention**

The Chair is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of the committee but not less than two years. After the retention period expires, the records and documents may be discarded. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

## **Section 7-Financial Management Committee**

The Director of Budget(Director) has overall responsibility for the financial management of all League activities. The duties include collection and accounting of all fees and disbursement of funds to vendors and service providers. The Director is responsible for maintaining a banking relationship with the bank holding the League checking account and reconcile bank statements monthly. The Director prepares an annual financial statement for the previous year and prepares a budget for the upcoming year. These and other duties and responsibilities of the Director are described in the subsections below.

### **7.1 Player Registration and Sponsor Fees**

The Director accounts for the registration fees received by the players by maintaining a spreadsheet that includes the player's name, the Division the player is in, the date and amount of the check received, and the check number. The Director deposits the checks on a timely basis as they are received into the League bank account currently held by CIT Bank, Marco Island, Florida. The registration fees spreadsheet is updated continuously as the checks are received by September 15.

If a player who has submitted his registration fee cannot play for the entire season due to injury, illness, or other personal problems and the Board PPC is informed before the date of the draft; the registration fee is returned to the player.

The Commissioner or his designated representative collects the team sponsor fees and delivers them to the Director for deposit into the League checking account before the season starts.

The Director is responsible for holding the checks received from the Dinner Dance Committee from players who plan to attend the annual dinner dance in March. The checks are deposited in the League checking account promptly before the date of the dinner dance so that funds are available to pay the band and the venue hosting the event. In addition, the Director is responsible for maintaining a spreadsheet listing by each team, the number of people attending, and the amounts of money collected.

## **7.2 Disbursement of Funds**

The Director is responsible for disbursing funds and payments of all bills and invoices for services from vendors and other service providers.

*Umpire fees*-Each umpire provides the Director the number of games they worked in each Division every month during the season. The Director calculates the total fee for that umpire based on the per-game rate determined by the Board for that season. The Director records the total fees disbursed monthly to each umpire on an Umpire Fee Spreadsheet with the check number.

*Team Uniform Fees*-Each team manager is allocated a standard amount in December for the purchase of team uniforms. The checks are made payable to each Manager as reimbursement for the Manager's costs in ordering uniforms for his team. Any additional costs associated with

extra or additional uniform apparel are the team manager's responsibility and his players'.

*USA Softball Team Insurance Premiums-* It is a League policy to maintain two insurance policies, Directors & Officers Liability Policy and Team Accident Medical Expenses Policy.

The Director's responsibility is to pay the annual premiums to the broker, RPS Bollinger Sports & Leisure Company, in December annually. The contact number is 1-800-446-5311

The Director is responsible for keeping a current copy of the Certificate of Insurance and instructions on completing the Team Claim Form. All registered players on all teams in the League are covered under the Team Accident Medical Expenses Policy. This policy is an excess basis policy meaning benefits are only paid after a player's own health insurance policy has paid its benefits.

*Other disbursements-* The Director is responsible for disbursing funds based on valid and approved invoices received from vendors or other third parties who have provided products, equipment, or services to the League. The date of payment and the amount paid is noted on each invoice.

Any invoice for services initiated by other Board members should first be approved for payment by the Board member before submitting the invoice to the Director for disbursement.

The Director maintains a spreadsheet showing disbursements made to all vendors or service providers with the date and amount of the disbursement.

The most common, more significant disbursements made during a season are shown in the table below.

**Common League Disbursements**

Payee	Service	Date	Amount
Fla Amateur Softball	Rule Books	12/15	\$450
RBS Bollinger	D&O Ins. Premium	12/15	\$495
RBS Bollinger	Med Ins. Premium	12/15	\$3,275
Direct Sports	Field Equipment	4/10	\$2,581
City Marco Island	Field Rental	4/17	\$1,785
Various Umpires	Umpire Fees	1/31-3/31	\$9,546
Dinner Dance Venue	Host Dinner Dance	2/27	\$10,417
Team Managers	Team Uniforms	12/15	\$13,440

**7.3 Banking Relationship**

The Director of Budget is responsible for maintaining a working relationship with CIT Bank or any other bank the League uses in Marco Island, where the League maintains a checking account. The Director periodically makes all deposits by hand delivery to the bank with a deposit slip listing each deposit amount and check number.

The Director maintains a supply of checkbooks and writes each check out by hand. All deposits and disbursements are listed in the checkbook register with the amount and date of the transaction.

It is League policy to operate only on a cash basis. Credit cards are not issued for use by any Board member. The Director should maintain an on-line banking function with CIT Bank or any bank holding the League checking account. This allows financial transactions and account balances in the League checking account to be viewed in real-time

rather than waiting for a monthly bank statement. Many of the vendors and service providers the League uses have "direct pay" options that would reduce the administrative efforts associated with paying and mailing disbursements by check.

The Director has the authorization to sign checks on behalf of the League. In addition, another Director acting as a back-up has a signature card on file with the League bank authorizing him to sign checks if the Director cannot perform this function.

The Director is responsible for reconciling the bank statements monthly and resolve any inconsistencies. The monthly bank statements are kept on file for 3 years, after which they are discarded by shredding.

If the Director cannot perform his duties, the assigned back-up Director has the authority to carry out all duties and responsibilities as described in this section of the Policy & Procedures Manual.

#### **7.4 Annual Financial Statement and Budget**

The Director is responsible for preparing a statement of financial activities (SOFA) for the prior season and presenting the statement to the Board in October.

The SOFA summarizes all income received by major categories (registration fees, sponsor fees, dinner dance, and other miscellaneous income representing the year's operating revenue.

The SOFA also includes all disbursements made for the preceding year grouped by major category(umpire fees, team uniform expenses, dinner dance, and other disbursement categories.

The SOFA should show the net balance of the League's cash assets for the preceding year.



Using the SOFA as a guide, the Director should convene a budget meeting with the Board for the upcoming season. Any new expenses or financial activities or transactions that are anticipated other than those presented on the SOFA are discussed at this budget meeting.

The Director then prepares an operating budget for the upcoming season for review by the Board.

### **7.5 Records Retention**

The Chair is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of the committee but not less than three years. After the retention period expires, the records and documents may be discarded by shredding. The procedure should include who retains the records and documents and how they can be retrieved, if necessary, by others.

The back-up Director also maintains copies of all current year financial-related spreadsheets and documents maintained by the Director on his computer when the Director of Budget cannot perform his duties.

### **Section 8- Sponsor Relations Committee**

The Sponsor Relations Committee(the committee) consists of a Chair and one other Director acting as the Chair's designated representative.

The principal duties and responsibilities of the committee are to solicit new sponsors when necessary and maintain an ongoing positive relationship with each current sponsor. When necessary to obtain the support of a new sponsor, the committee makes personal contact with

the sponsor management staff to explain the purpose, benefits, and fee required to be a sponsor in the League.

The Committee Chair is responsible for collecting all sponsor fees before starting the softball season and giving the checks to the Director of Budget for deposit in the League bank account.

## **Section 9- Media Relations**

Media Relations is managed by a Director whose principal responsibility is to be the single point of contact for any media outlets on matters related to the League.

The primary media outlet for news and information about the League is the Naples Daily News ( Daily News). The Media Relations Director is responsible for writing weekly summaries of the games played during the season and submitting them by email to the Daily News Sports Information Director (currently Bill Green).

The player scoresheets (recap sheets) for each game that the scorekeeper in the booth prepares are collected by the Director daily and used to prepare game highlights and summaries. The content of the game summaries is at the Director's discretion based on the criteria that he sets on what should be included as game highlights. The summaries for each game are one or two short paragraphs.

A word document is submitted to the newspaper contact with game scores and standings in each Division every week during the season. Photos of game action with captions, when available, are also submitted to the Daily News for a sample of games played the previous week.

The League has no formal policy about posting the League's or game results on social media platforms and does not engage in such postings.

If players wish to make their own postings on social media outlets about games or other topics, they may do so. However, the League does not sanction these postings. League policy is that individual players posting on social media are prohibited from disclosing information about League matters that could be viewed as detrimental to the League.

## **Section 10- Field Operations & Equipment Committee**

The Field Operations Committee (the committee) consists of a Chair and another Director acting as the Chair's designated representative. The principal responsibilities of the committee are to be the single point of contact with the Supervisor of the City of Marco Island, Parks, and Recreation Department (the Department) for matters related to using the city-owned softball fields.

### **10.1 Field Operations**

The Chair is responsible for meeting with the Department periodically to discuss scheduling of games, field maintenance activities requiring the closure of the fields, field conditions, and suitability to play games in inclement weather and conflicts with other Marco Island organizations using the fields.

In early September, the Director submits a formal request to the Department to use the field for the season. The request is submitted in writing on the Department's Facility Rental Agreement form with the League's Certificate of Liability Insurance showing coverage of one million dollars.

When approved, the Department must provide written confirmation for the use of the fields to the Director and the amount of the user fees the League is required to pay. ( currently \$35per day)

The League must follow the same procedure for using the community room at Mackle Park for annual meetings and, if necessary, the player draft events.

Specifically, concerning inclement weather and field preparation, the Department contact (currently Bill Cookson) decides whether the field is playable or not. He informs the Director, Field Operations, who informs the team managers, the Chair of Umpire Relations, and the Booth Management Chair.

The Director of Budget is responsible for ensuring that the fees payable to the Department for field preparation on game days are paid on time.

## **10.2 Field Equipment**

The Chair is responsible for procuring equipment and other items required for play during the season. This includes new softballs, home plate batting pads, protective pitching screens, and booth equipment as needed.

The committee procures and provides an adequate supply of softballs to each team manager for practice, regular season, tournament games, and a book of line-up cards.

Vendors that are used for the on-line purchase of the required field equipment and materials are **[www.directsports.com](http://www.directsports.com)** and **[www.ondecksports.com](http://www.ondecksports.com)**

First aid supplies can be obtained from local merchants or, if necessary, from **[www.first-aid-product.com](http://www.first-aid-product.com)**

The Chair is responsible for providing team trophies for the regular season winners and the tournament championship for each Division. The trophies consist of a wooden plaque with a team picture of the winners and a brass plate under the photo showing the team's players' names and coaches. Team Managers present their trophies to their sponsor for display as appropriate at the sponsor's facility.

The current vendor used for the production of the trophies is Golden Gate Trophy Center, Naples, Florida ( 239-455-3055)

## **Section 11 Special Activities Committee**

### **11.1 Community and Charitable organizations**

Special activities include various community and charitable events in which members of the League participate when requested. These events are managed and coordinated by a Chair and another Director as a back-up and supported by other League players who volunteer their time.

Volunteers lend support when requested in helping to set up venues and other logistics for various community events. The City of Marco Island Parks and Recreation events the League supports when asked include:

- Annual Easter egg hunt for the children
- Soup bowl
- Kick, punt, and pass competition

The League also supports charitable organizations on Marco Island like *Our Daily Bread Food Pantry*. Players volunteer on Saturday mornings to assist the Food Pantry staff in providing food products to deserving people. This activity is open to any member of the League who wants to support the Food Pantry.

If the Board decides to hold a dinner dance at the end of the season, the Chair, Special Activities, coordinates this event, including several tasks shown in **Appendix D**.

### **11.3 Records and Document Retention**

The Chair, Special Activities, is responsible for developing a procedure to retain selected records and documents according to a retention period he feels necessary for the proper functioning of future special events but not less than two years.

## APPENDIX A

<b>INSTRUCTIONS FOR SETTING UP BOOTH EQUIPMENT</b>
<b>Open combination locks on the shed</b>
<b>Place traffic cones in the Winterberry swale to prevent parking of cars</b>
<b>Place the wheelbarrow with the home plate pads and base near the home team dugout. The home team is responsible for placing the pads and base in the proper position on the field</b>
<b>If necessary, set up the vinyl windscreens in the booth</b>
<b>Hang two clipboards on the railing next to the storage box for booth sign-ups for the current and following weeks</b>
<b>Move the First Aid box to the scorer's booth. Place the Lost and Found box outside of the shed.</b> <b>Hang the bulletin board on the side of the scorer's booth.</b>
<b>Remove scoresheets and CD's from the metal box and place them on the scorer's table</b>
<b>Locate the key for the concession building in the booth metal box</b>
<b>Obtain the defibrillator from the concession storage room and place it in the booth</b>
<b>Unlock the men's and woman's restrooms</b>
<b>Lock the concession storage room door</b>

**Attach speakers to brackets, connect speakers, plug speaker cord jack into the unspecified speaker outlet on the amplifier (Green)**

**Plug radio cable jack into auxiliary outlets on the amplifier**

**Plug external microphone jack into the outlet on the amplifier (Blue)**

**Plug in the scoreboard control panel and turn on the booth scoreboard switch**

**Test all equipment for proper operation 15 minutes before game time**

### **INSTRUCTIONS FOR DISMANTLING BOOTH EQUIPMENT**

**Unplug all electronic equipment**

**Place audio equipment, speakers, and scoreboard control box in metal booth box**

**Carefully lay microphone and speaker connection cords on top of other equipment in the metal booth box. Do not wrap the cords.**

**Replace information container and CD's in the metal booth box**

**Return the defibrillator to the concession storage room**

**Lock men's, women's restroom doors, and storage room doors. Return key to metal booth box**

**Place completed scoresheets in the folder. Place the folder in the information box**

**Return the first aid and lost and found boxes and wind protectors to the shed**

**Check that the pads and Homeplate are returned in the wheelbarrow to the shed**



**Return the parking cones and bulletin boards to the shed**

**Check dugouts for articles left behind. Place in lost and found box**

**Lock the metal box and shed**

## **APPENDIX B**

### **Pitcher Protection Waiver**

**I intend to function as a pitcher in the Marco Island Senior Softball League.**

**I fully understand that the Board of Directors of the Marco Island Senior Softball League very strongly advises that all pitchers employ body protection while pitching. A facemask is the minimal form of shielding recommended by the League, but all other forms such as a chest protector, groin cup, and shin guards are also encouraged.**

**I acknowledge the fact that the League will provide one facemask per team for use by pitchers on that team. I am also aware that I may purchase protective equipment of my choice for personal use, which will then be my property. Upon obtaining a paid receipt for any protective items I procured, the League will reimburse me fifty percent (50%) of the cost.**

**I further acknowledge that unless I sign this waiver, I will not be permitted to pitch in Marco Island Senior Softball games.**

**I have read and fully understand the above information.**

**By signing this waiver, I agree that if I choose NOT to wear at least a facemask when pitching, I hold the Marco Island Senior Softball League and its Board of Directors harmless in the event of any injury sustained by me as a result of my decision.**

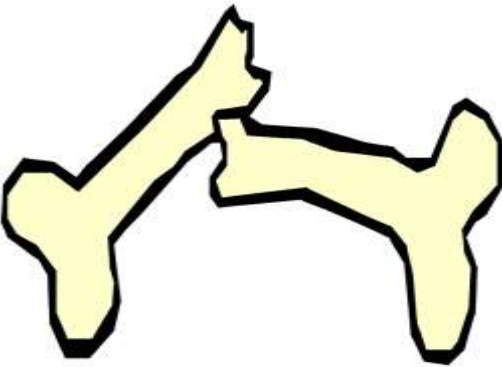
**Printed  
name \_\_\_\_\_**




**Signature \_\_\_\_\_**

**Date \_\_\_\_\_**

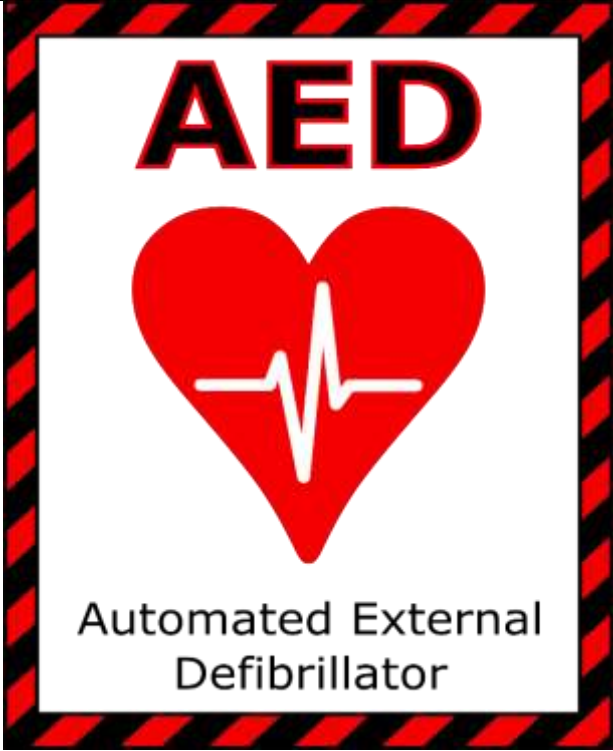
## APPENDIX C

### BASIC FIRST AID PROCEDURES

WOUNDS AND CUTS	SPRAIN/STRAIN/FRACTURES	FALLS/HEAD/NECK INJURIES
<ol style="list-style-type: none"><li>1. Use gloves as a protective barrier. If you do not have gloves, then avoid direct contact with the victim's blood.</li><li>2. You can improvise a barrier to prevent direct contact.</li><li>3. Using your gloved hand, apply direct pressure to the injured area and elevate.</li><li>4. If the victim is able, allow them to apply the direct pressure on his own.</li><li>5. Remember, the victim might go</li></ol>	<ol style="list-style-type: none"><li>1. Keep the victim calm and still.</li><li>2. Do not move the affected area.</li><li>3. Treat open, bleeding wounds first.</li><li>4. If a bone is protruding from the affected area, do not touch it. Apply dressing <b>around</b> bone if bleeding is continual.</li><li>5. Help the victim find the most comfortable position and support the injured area.</li><li>6. Elevate the extremity and apply ice</li><li>7. Call emergency services.</li></ol> 	<ol style="list-style-type: none"><li>1. Any fall or direct blow involving the head can be a possible head or spinal injury. Stabilize the head and neck by placing both hands over both ears and call emergency services.</li><li>2. Any head injury should be treated as a possible concussion. Confusion, vision impairment, nausea, and drowsiness are some signs of concussion. Call emergency services or seek medical advice.</li><li>3. Anyone taking blood thinners and suffering any trauma to the head <b>MUST</b> be evaluated</li></ol>

<p>into shock if lots of blood is lost.</p> <p>6. Immobilize and dress</p> 		<p>medically.</p> 
<p><b>UNRESPONSIVE PATIENT/USE OF AED</b></p> <ol style="list-style-type: none"> <li>1. An AED can be used on anyone unconscious and not experiencing normal breathing.</li> <li>2. Turn on AED and follow prompts.</li> <li>3. Prepare by removing clothing from the chest area.</li> <li>4. Dry victim's chest if wet.</li> <li>5. Remove jewelry and medical patches</li> <li>6. Place defibrillator pads on the</li> </ol>		<p><b>HEAT EXHAUSTION</b></p> <ul style="list-style-type: none"> <li>• Move the person out of the heat and into a shady or air-conditioned place.</li> <li>• Lay the person down and elevate the legs and feet slightly.</li> <li>• Remove tight clothing</li> <li>• Have the person drink cool water or other nonalcoholic beverage without caffeine.</li> <li>• Cool the person by spraying or sponging with</li> </ul>

- victim's chest as shown.
7. Continue CPR until AED advises to stop.
  8. Make sure no one is touching the victim while AED is analyzing the victim's heart rhythm.
  9. Follow all prompts by AED
  10. If the victim begins to breathe normally, place into the recovery position, re-check the airway, and breathing every 2 minutes.
  11. Leave AED pads on the victim and monitor the victim until EMS arrives.



**THE CHANCE OF SURVIVAL DECREASE BY ABOUT 10% FOR EACH MINUTE THAT PASSES WITHOUT DEFIBRILLATION. AN AED CAN BE USED BY AN UNTRAINED PERSON**

- cool water and fanning.
- Monitor the person carefully.
- Contact a doctor if signs or symptoms worsen or if they don't improve within one hour.
- Call 911 or your local emergency number if the person's condition deteriorates, especially if they experience:
- Fainting
  - Agitation
  - Confusion
  - Seizures
  - Inability to drink

## **APPENDIX D**

### **PLANNING ACTIVITIES FOR A LEAGUE DINNER DANCE**

- Evaluation of venues and selection of a venue for the event, review, and selection of a buffet menu,
- determine if the venue can accommodate about two hundred people, negotiate a reasonable price per person, and for alcoholic beverages, signing of a contract.
- Evaluation and selection of musical entertainment for the event, discussing terms, signing of a contract.
- Collect money from teams for players attending the event, turning over the monies to Director Financial Management.
- Paying required deposits to venue and musicians for the event
- Food tasting, final preparation meetings with the venue
- Arranging for assistance with tickets for the 50/50 raffle
- Functioning as the primary contact with the venue staff during the event for resolution of conflicts or problems.
- Arranging for payment of final invoices by the Director of Budget for services provided by the venue and musical entertainment.

