

ARANA SOFTBALL SUBCOMMITTEE GUIDELINES

I. PURPOSE:

The purpose of the softball Subcommittee is to plan and carryout the annual ARANA Softball Tournament according to the rules in addendum A.

II. FUNCTION:

- A. To operate within the guidelines of the American River Area Service Committee.
- B. To meet regularly to plan and organize the annual ARANA Softball Tournament.
- C. Elections for nominees for the Chair and Vice Chair positions are held during the subcommittee's September monthly meeting. The nominees are presented to the GSR's at the October ASC meeting for election.

III. OPERATIONAL

- A. All team registrations must be received by mail and paid in full to be considered for one of the team slots.
- B. The number of team slots (teams playing in the tournament) shall be determined by the subcommittee prior to the printing of the event fliers.
- C. No committee member shall be on or manage a team in the tournament

IV PARTICIPANTS:

- A. Definition of participants:
 - 1. To gain voting privileges, a person must attend 2 (two) consecutive meetings.
 - 2. It is suggested that all trusted servants be elected from voting members of the Softball Subcommittee.
- B. Chairperson:
 - 1. Requirements:
 - a) Two years clean time requirement
 - b) One year term
 - c) It is suggested that the new Chairperson come from the Softball Subcommittee voting members; be elected by the Subcommittee members as their "Nominee" at the subcommittee meeting in September following the Tournament; and be placed for election by the GSR's at the October ASC

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2. Duties

- a) To locate a place to hold the committee meetings at least once a month
- b) Organize elections for committee members
- c) Locate fields where tournament will be held and coordinate with the ASC Chair or Vice-Chair to secure
- d) Attend Area Service Meeting with a report of the subcommittee activities and represent the subcommittee at the Agenda meeting
- e) Must attend the Event and be able to handle any problems that arise
- f) Maintain archive of committee records

C. Vice-Chairperson:

1. Requirements:

- a) One year clean time requirement
- b) One year term
- c) It is suggested that the new Vice-Chairperson come from the Softball Subcommittee voting members; be elected by the Subcommittee members as their "Nominee" at the subcommittee meeting in September following the Tournament; and be placed for election by the GSR's at the October ASC
- d) Has knowledge of contacting webmasters with the Softball Tournament information to be placed on web sites

2. Duties:

- a) To assume any duties of the Chairperson in the absence of the Chairperson
- b) To assist the Chairperson or other committee members as needed
- c) To perform Treasurer responsibilities for the Event, including registration
- d) Assures the field contract is signed

D. Tournament Coordinator:

1. Requirements:

- a) One year clean time requirement
- b) One year term
- c) It is suggested that the Tournament Coordinator come from Softball Subcommittee voting members

2. Duties:

- a) Act as point of contact between umpires and Softball Subcommittee on the day of the Tournament
- b) Act as point of contact between umpires and team managers on the day of the Tournament, if needed, to facilitate disagreements of interpretation of Tournament rules

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- c) Facilitates a group conscience of the Softball Subcommittee regarding any disputes on the day of the Tournament
- d) Develop Tournament brackets
- e) Facilitates drawing for brackets
- f) Facilitates team meeting prior to start of Tournament
- g) Maintains a copy of the Tournament rules a tall times of the day of the Tournament
- h) Maintain posting of games during the Tournament
- i) Makes sure that each game has appropriate amount of balls for each game (1 ball per game)
- j) Get a copy of each team's roster prior to allowing their members on the field

E. Food Coordinator:

- 1. Requirements:
 - a) Two year clean time requirement
 - b) One year term
- 2. Duties:
 - a) To comparison shop the required food and related items
 - b) To prepare a proposed list of items and costs to present to the Subcommittee
 - c) To coordinate with the Events Treasurer to purchase items
 - d) To coordinate the preparation of the food at the Event
 - e) To contact and advise teams on a proposed list

F. Shirt Sales:

- 1. Requirements:
 - a) Two years clean time requirement
 - b) One year term
- 2. Duties:
 - a) To coordinate with Subcommittee on selection of logo for shirt sales
 - b) To secure vendor and present prices for shirts to Subcommittee
 - c) Coordinate sale of shirts at the Event

G. Barbeque:

- 1. Requirements:
 - a) Six month clean time requirement
 - b) One year term

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2. Duties:
 - a) To secure a barbeque and accessories for the Event
 - b) To coordinate with Food Coordinator in preparing food

H. Event NA Meeting Secretary:

1. Requirements:
 - a) Two years clean time requirement
 - b) One year term
2. Duties:
 - a) Secretary an NA Meeting at the Event
 - b) Find a Chairperson for the NA Meeting with a strong NA message
 - c) Assure there is a PA system

I. Score Keeper Coordinator:

1. Requirements:
 - a) Six months clean time requirement
 - b) One year term
 - c) Willingness to learn softball rules
2. Duties:
 - a) To get Score Keepers
 - b) To hold a Score Keeper training workshop prior to the event

Score Keeper duties are:

- a) To set up Score Keeping Station at an area where the Score Keeper and the Umpire can communicate information
- b) Supply timer or watch, and score pads
- c) Keep track of runs and outs made by each team during the game
- d) Make sure that at the end of each game, the scores are given to the Tournament Coordinator
- e) To find out when the next game time is and what teams are playing
- f) The Score Keeper also must get with the managers of each team before the game time to get the line-up
- g) To get Score Keepers

J. Recording Secretary:

1. Requirements:
 - a) 90 days clean time requirement
 - b) One year term

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2. Duties:
 - a) Attend all Subcommittee meetings
 - b) Provide an agenda for the Subcommittee meetings
 - c) Maintain and distribute copies of names and phone numbers of Subcommittee members
 - d) Prepare minutes of the Subcommittee meetings (one copy only – to be given to Chairperson after they are approved at the next meeting – Chairperson will archive
 - e) Email copies of the meeting packet to all members