

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURES

I. FINANCIAL AND ACCOUNTING

1. The accounting system should be an integrated system with the capacity of generating reports needed for profit Income Statement and Balance Sheet.
2. All accounts maintained by Decatur Dixie Girls Softball, Inc. shall be established in a financial institution in which they will generate the maximum amount of interest at the least cost.
3. All income shall follow a chain of custody.
 - a. Sponsors, registration, fundraisers, special events, etc.- receipt of funds shall be overseen by the Treasurer. All cash income must be receipted when received. The Treasurer, Auxiliary Chairperson and Publicity Chairperson shall be issued a receipt book at the beginning of each season to be used when making cash collections. Managers, Coaches, and other Board members may only accept cash payments if they have been given permission from the Treasurer and have obtained an official receipt book.

*Note – Team parents or managers who accept cash from individuals on their team will be responsible for producing to the Treasurer a receipt which lists the nature of the collection and the player to whom the payment should be credited.

- b. Concession income shall be backed up by a receipt from each register. The concession manager/chairperson shall produce a total sales receipt from each register at closing. The receipts should be used for comparison when counting the money from each register. The register receipts showing the total sales should be attached to the duplicate deposit slip and given to the Treasurer. A margin of error for over rings is acceptable, though every effort should be made to avoid discrepancies.
4. Deposit slips shall be made in duplicate, if that person is not the Treasurer, so he or she retains one. The deposit slip shall be marked boldly as to the source of the income (i.e. Registration, Concessions, etc.).
5. Deposits are to be made timely.
 - a. Spring/Fall Registration - All deposits are to be made within 48 hours after receipt, excluding weekends and holidays.
 - b. Concessions - All deposits are to be made at least once a week.
 - c. Fundraiser - All deposits are to be made within 48 hours after receipt, excluding weekends and holidays.
 - d. Other revenues - All deposits are to be made within 48 hours after receipt, excluding weekends and holidays.

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

6. The Concession person shall maintain a petty Cash Fund which is adequate to cash checks for umpires and concessions workers. This fund shall be used as the sole source of cash paid out. Anyone who requests a cash reimbursement shall submit a paid receipt showing the amount paid and the purpose. The Concession person shall submit to the Treasurer the receipts for reimbursement to replenish the Petty Cash Fund as needed.
7. Each Board Member will be allowed a specific budget. This amount shall be determined each year when the official operating budget is passed. No Board Member shall exceed their budget amount without approval. The president shall have authority to approve excess expenditures up to a maximum amount of \$1000.00 per expenditure in emergency situations. It is the responsibility of each member to know the amount of his or her budget balances.
8. Registration Fees
 - a. Current season registration fees should be evaluated at the final board meeting of each season. Any necessary changes to be implemented for the following season should be established at that time so that forms and web-site information can be updated timely.
 - b. Fees are fully refundable (less a \$5.00 processing fee) until the day of player evaluations. Between the day of player evaluations and the player selection process (draft), fees are refundable at 50% less a \$10.00 processing fee. No registration fees will be refunded after the player selection process.
*Fall clinic fees are fully refundable, less expenses until the first day of play. No fees will be refunded after the first day of play.
 - c. A player, having completed the most recent season as a member of a team in a lower division, may be selected to a Debs team. Under these circumstances, she would not be required to pay another registration fee.
 - d. Players requesting full or partial scholarships to play in either the spring or fall seasons, must have their parent/guardian complete the DDGS Application for Scholarship and submit to the Board of Directors at the time of registration. The Board of Directors will consider all scholarship applications in accordance with the instructions outlined in the scholarship information.
9. Returned Checks – Checks returned due to insufficient funds, closed account, etc. shall incur processing fee of \$20 in addition to any bank charges which may be taxed to D.D.G.S. Upon notification that a check is returned, the Treasurer will forward a letter by way of certified mail, restricted delivery, to the check writer demanding payment in the amount of the check plus any applicable fees. The check writer will have 10 days from the date of receipt of the letter to comply. If they do not comply in the time allotted, the Treasurer shall file an affidavit for collection of the bad check with the District Attorney of Morgan County.
10. Each year the Board shall approve a list of vendors. A credit account shall be established with these vendors only. The vendors will be notified in writing who shall have authority to bind the organization for any obligations.
 - a. Concessions

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

1. Auxiliary
 2. President
 3. Vice-President
 4. Any person approved by the Board
 - b. Equipment (Playing)
 1. Equipment Manager
 2. President
 3. Vice-President
 4. Any person approved by the Board
 - c. Other Contracts
 1. President.
 2. Vice-President
 3. Any person approved by the President
 4. Any person approved by the Board
11. Any item with a cost in excess of \$500.00 shall be purchased by sealed bid, unless the President makes an exception with either the Vice-President or Treasurer's approval. All bids shall be submitted in writing, in a sealed envelope, labeled "BID ENCLOSED", to the mailing address of Decatur Dixie Girls Softball, Inc. Each vendor will be notified of the bid opening and may attend. Bids will be opened at a Board Meeting and read aloud.
12. The Treasurer at each Board Meeting and each General Membership meeting will give a Financial Report. Written copies shall be given to each Board member and copies shall be made available to the general membership upon request..
13. Sponsorship
- a. Letters requesting donations will be mailed by the Publicity Chairperson as instructed by the Board of Directors such that ample time is allowed for the collection of sponsorship donations prior to the beginning of the season.
 - b. All sponsorship donations must be made by way of check, money order, or certified check payable to D.D.G.S or Decatur Fast Pitch. If a sponsor wants to make a cash donation, they must meet with the Treasurer who will issue a proper receipt. In kind sponsorship donations, such as the exchange of goods and/or services are strongly discouraged. However, in extreme circumstances, this may be allowed by a majority vote of the Board. Should the Board make this exception, the Treasurer and Publicity Chairperson will document the donation appropriately.

II. FUND RAISING

1. The Board shall approve all fundraisers, products, and procedures.

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

2. Fundraiser Procedure

- a. The Parent's Auxiliary board member shall serve as the chairperson for the fundraiser and may solicit the assistance of Auxiliary Committee members in performing all tasks associated with the fundraising activity.
- b. The fundraiser information/product and the date and time for collection of fundraiser proceeds will be given to each team parent at the preseason team parent meeting, or at an earlier time as determined by the Board.
- c. If product is being sold, extra product beyond the first handout will be coordinated between the chairperson and the team parent.
- d. All chairpersons will keep accurate records.
 1. Maintain a list of players indicating which have chosen to "opt out" and which will participate in the fundraiser. This information will be distributed to the team parent at the preseason meeting.
 2. Obtain completed Team Parent applications and share with the Secretary so that the League Organizer can be updated to reflect their contact information.
 3. Maintain a record of the information/product that is distributed to each team parent and a record of those that require follow-up for collection of fundraiser money.
- e. All proceeds are to be submitted to the Auxiliary Chairperson by the team parent at a specific date and time which is to be announced at the Team Parent meeting. The Auxiliary Chairperson will establish the date and time for collection such that there is adequate time to determine prize winners prior to opening ceremonies. The Treasurer and/or Board member(s) appointed by the President will be present at the time of collection to count and balance all collections received by the Auxiliary Chairperson.
- f. Any items, which may be returned to the vendor, are to be returned immediately for credit.

3. Prize Program

- a. Prizes should be awarded as the financial situation allows to the top three players in each division who have collected the most donations for each fundraiser opportunity. In years that the league is unable to solicit sufficient donations from local merchants for prizes and cannot otherwise afford to award prizes in each division, prizes should be awarded to the top three players in the league who have the highest collections from the fundraiser.
- b. The Auxiliary Chairperson and committee members should solicit prizes as donations from area merchants. In the event prizes are unavailable through

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

solicitation, the budget shall include sufficient monies to purchase or provide cash prizes.

- c. Players in all divisions shall participate in at least one fundraising activity. However, in lieu of their participation, a player may choose to contribute an amount equal to the normal profit from an individual fundraising activity.

III. TEAM PICTURES

1. The Auxiliary Chairperson and committee members shall solicit bids from local photographers for presentation to the Board. The Board will award the bid to the photographer who, in the Board's opinion, would be in the best interest of Decatur Dixie Girls Softball, Inc.
2. The Auxiliary Chairperson and committee members shall ensure the scheduling of team pictures prior to the season opener for each division.
 - a. Pictures should be scheduled at a time that would be convenient for the majority of the players, parents and coaches.
 - b. An alternate location shall be secured by the Auxiliary Chairperson so that the picture schedule remains unchanged if there is inclement weather.
3. The photographer should furnish order forms for each player. Order forms should be given to team parents at their pre-season meeting and given to the players at least 10 days prior to picture day. Order forms should be given to the representative as each player has her picture made.
4. The Auxiliary Chairperson and/or committee members will be at the photographers' table to help check orders. This person will keep money records for each team as well as log sheet of individual orders.
5. This is a service of the organization and is not intended to be a substantial profit-making venture for the league.

IV. GAME OFFICIALS

1. Umpires
 - a. The chief umpire shall be considered a voting member of the Board of Directors.
 - b. Only persons who have paid for and successfully passed the umpires test as administered by the National Board shall be employed by Decatur Dixie Girls Softball, Inc.
 - c. The chief umpire with the approval of the Vice-President shall have the

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

authority to grant an exception to 1.b until such time as the Board can meet to review the action.

2. Scorekeepers

- a. For regular season games, refer to Decatur Dixie Girls Softball, Inc. General Operating Rules Sections F.2. and G.10..
- b. Under some circumstances, the Board of Directors may choose to provide paid scorekeepers, i.e., tournament games. Under these circumstances, the Board will appoint a member to serve as the Scorekeeper coordinator. This individual will be responsible for recruiting, training and scheduling.

3. Pay Rates

- a. Chief Umpire – (scheduling) \$4.00 per game
- b. Game Officials – as follows:

1. Sweetees	\$20.00 per game	1 umpire
2. Darlings	\$20.00 per game	2 umpires
3. Angels	\$27.50 per game for Plate and \$22.50 per game for Field	2 umpires
4. Ponytails	\$30.00 per game for Plate and \$25.00 per game for Field	2 umpires
5. Belles	\$30.00 per game for Plate and \$25.00 per game for Field	2 umpires
6. Debs	\$30.00 per game for Plate and \$25.00 per game for Field	2 umpires

c. Concession Workers

- 1. Lead-Operator \$8.35 per hour
- 2. Worker \$6.00 per hour

V. GUIDELINES FOR RAIN-OUTS

See Section F.9 of the DDGS General Operating Rules.

- 1. In the event of a rained out game, the first team rained out shall be the first team rescheduled. Each team rained out shall follow in order of rainouts. Commissioners are responsible for coordinating and rescheduling of games that are rained out with the approval of the President. **Managers/Coaches may not reschedule games without the approval of the Commissioner and President.**
- 2. Friday will be the primary rainout reschedule date for individual games. This will apply even if some teams played the preceding night or are forced to play 3 games in one week. Several things must be considered when rescheduling games. The availability

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

of city workers to get fields ready, the number of games each team has played during the week of the potential make-up game, concessions profit potential, availability and schedules of game officials, etc. Though Friday will be the official make-up day for individual games, when a full day/night of games must be rescheduled, it may be necessary to put them on days other than Friday or to move all games to Saturday. The league/division Commissioners with the approval of the President/Vice President will coordinate the rescheduling of games.

3. No team will be forced to play a double-header. Double-headers will be scheduled by mutual agreement of both managers. If you agree to play a back-to-back double-header, 15 minutes will be allowed between games. The 15-minute time will start after the ending game time of the last team in the double-header ends.
4. It may become necessary to schedule some rain-outs as the third game on Friday nights, or other weekday nights after school is out (i.e. Team A may have one game scheduled during a week and have two rain-outs to make up. Team A may be scheduled to play on Friday and Saturday, or two games on Saturday. This would make them play three games that week). If a third game is scheduled on any night, all game times will be moved up 30 minutes.
5. Games may be scheduled on Wednesdays as a last resort. In this event, the game time will be 4:00 P.M.
6. Managers must understand that if a game is rescheduled for any reason, it shall be considered a regularly scheduled game and there will be no effort made to reschedule or change any dates or starting times for any reason.
7. It is understood these guidelines are set forth before anyone knows who will be rained out. They are intended to be fair to everyone and let the managers know when to expect to play any rainout games. It must also be understood that due to circumstances beyond our control, some guidelines may have to be waived to ensure that all games are played.

VI. TEAM OPERATING GUIDELINES

1. Player Selection Process (Draft)

There will be a manager's meeting scheduled on player selection night. The meeting shall commence immediately following make-up evaluations in order to record all manager options, newly registered players, and players moving up early. After this has been completed, there will be a one (1) hour break before the player selection process begins to enable the commissioners to work out the player age parity as fairly as possible.

2. Player Evaluations -The Board of Directors will schedule player evaluations by age group.
3. Schedules
 - a. Practice schedules will be completed by division commissioners and given to

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

all managers at the close of the player selection process for each division. Practice schedules shall be developed in accordance with Section G.1 of the DDGS General Operating Rules.

- b. Known dates for school and/or church functions which may conflict with game days/nights shall be presented to the Board of Directors by the division commissioners no later than the day following their respective division's player selection process. Game scheduling shall be completed as soon as possible following the final night of the player selection process. A meeting shall be called by the President for the purpose of game scheduling. The President, Vice President, Secretary, Chief Umpire, and Concessions Manager shall be in attendance. Others may be present at the discretion of the President. Games shall be scheduled in accordance with the guidelines established for practice schedules in Section G.1 (a-c) of the DDGS General Operating Rules.
- c. Division commissioners will be notified when game schedules have been completed. Commissioners are responsible for delivering schedules to team Managers within their division.

4. Managers Responsibilities

Managers are responsible for the conduct of their coaches, players, parents and spectators at all times. Any misconduct will be the responsibility of the manager to correct as promptly as possible.

Managers are responsible for all persons involved with their team showing respect for all league officials and umpires.

Any items that are not handled promptly or corrected may result in your being removed from your position as a manager at any time during the season or subject to any disciplinary action as determined by your commissioner.

5. Equipment Needs

It is the responsibility of each manager to correctly outfit each player on their team with the proper size helmets and catching gear.

To help accomplish this goal, after your equipment has been issued and the draft completed, the equipment manager will schedule a time to have the equipment room open for the exchange of equipment. Each manager may exchange any equipment they see necessary for equipment stocked in the equipment room. All exchanges must be for equipment stocked for your age group.

6. Practice Fields

Division Commissioners will schedule game fields for pre-season practice. These should be completed prior to the time of the player selection process. All other practice fields may be scheduled or assigned as determined by your commissioner.

DECATUR DIXIE GIRLS SOFTBALL, INC. STANDARD OPERATING PROCEDURE

Revised by the 2007-2008 DDGS Board of Directors April, 2008