

# Oxfordshire Softball Association Roles

## The Full Committee

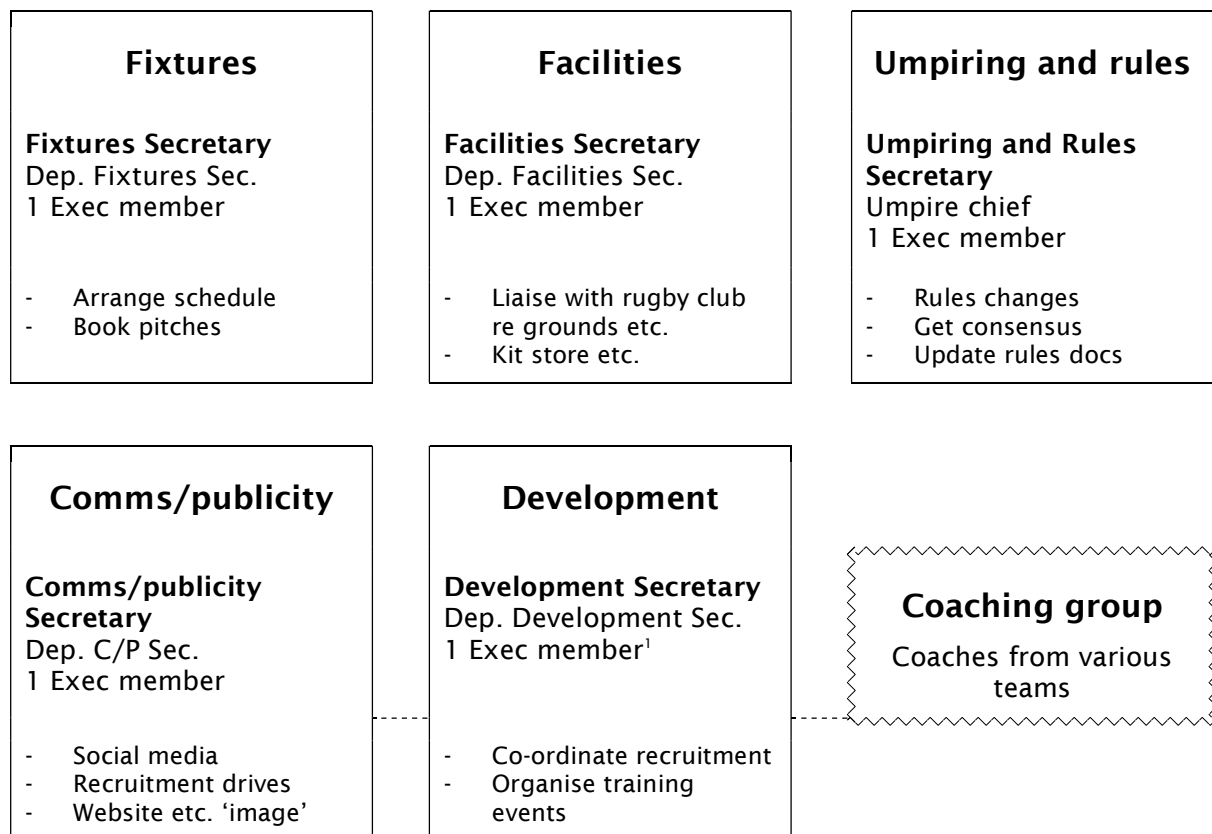
The (elected) Executive Committee, plus team captains (unelected).

## The Executive Committee

**Chair**                      **Vice Chair**                      **Secretary**                      **Treasurer**                      **Players' Rep**

## Sections

The following small groups, of typically 3 people each, do not necessarily need to meet, but should liaise and gain consensus between themselves (e.g. agree on an urgent rule change). Minor decisions can be taken (often via messaging and email etc.) and announced. More significant changes or major decisions (recommendations) should be passed to the Executive. The Exec member in each 'section' should not normally take 'actions' but should act as a liaison point.



<sup>1</sup> Close overlap between Comms/publicity and Development so the same Exec member is recommended to be part of both these groups

## **Website**

### **Webmaster**

Dep. Webmaster

- Maintain website
- Enter teams, fixtures etc
- Organise score entering by teams

## **Social/events**

### **Social Secretary**

Dep. Social Sec.

1 Exec. member

- Clubhouse liaison
- BBQ and events
- Fundraising

## **Tournaments**

### **Tournaments Secretary**

Dep. Tournaments Sec.

1 Exec member

- Advise teams wishing to enter tournaments
- Oxford teams to nationals
- Single sex nationals
- Organise an Oxford tournament

## **Weather**

Weather watcher

Dep. Weather watcher

- Check weather
- Make call on postponing games by 4.30 pm on game day

## **Safeguarding**

Safeguarding Officer

Dep. Safeguarding Off.

- Point of contact for the league and BSUK
- Look after policies re children and vulnerable adults

## **Responsibilities and timescales**

### **The Full Committee**

- Also known as 'Captains Meetings', comprising of a rep from each team, plus the Exec Committee
- Should meet at least once per year (usually pre-season)
- Two meetings may be necessary if significant changes are planned for the season
- A form of the full committee is also needed for disciplinary, appeal or protest meetings (see rules and constitution)

### **The Executive Committee**

- (Again see rules and constitution for membership etc)
- Executive Committee should meet several times in the off season to prepare for the forthcoming season, and during the season as required (often not required)
- Decision-making role by consensus pre- and during the season
- Compile and agree the Captain's Pack prior to season start
- Control the budget and expenditure
- The Exec should have ultimate responsibility for safeguarding issues (although the safeguarding officer can be co-opted, and be any player or responsible person with the appropriate skills and experience)
- Organise the submissions from team captains to the roster before week 3 of the season
- Supply team details to the BSF
- Appoint a point of contact for the OSA/league (if not the Chair)
- Liaise with the 'grassroots' (players) and bring concerns and ideas to the attention of all
- Organising the purchase of trophies for end of season awards
- Representing the OSA in BSF forums such as the League Heads Forum and BSF AGM
- A member of the Executive should be represented on all or most sections below

## **Sections**

### ***Fixtures section***

- Generally to formulate the playing schedule and to book pitches
- (General format of the competition to be agreed by the Executive and Full Committee)
- Produce a draft fixture list prior to the pre-season captains meeting (Full Committee)
- Produce a final fixture list at least one week before season start
- Deal with scheduling changes due to rain outs, and other reasons
- Reconvening and rescheduling abandoned games (due to weather etc.)
- Playing a strong role in advising on the collection of statistics for end of season awards
- Check each other's work and report to the Exec.

### ***Facilities section***

- Generally to liaise and organise playing and other facilities as needed by the OSA
- Liaise with rugby club regarding grounds and kit store etc before and during the season
- Organise the orientation and finer placement of pitches/diamonds
- Supervise/organise (or order) line marking, including forwarding of diagrams
- Negotiate changes or improvements in facilities
- Look after any physical assets owned by the OSA (e.g. bases, training equipment etc.) and strive to improve such assets and facilities

- Look after the maintenance in facilities (and relationships) during the season
- Be the point of contact in dealing with OSL's hosts
- Liaise closely with the Fixtures Section regarding schedule and pitch booking
- Report to the Exec

#### ***Umpiring and rules section***

- Prepare changes to previous versions of the OSL rules
- Get consensus on amendments to the rules, between other members of the section and propose the new copy of the rules to the Exec well before the season begins
- Update/maintain rules docs
- Know the rules for the benefit of our umpires
- Playing a strong role in advising on the collection of statistics for end of season awards
- Organise and liaise with umpires throughout the season
- Organise umpire training as necessary
- Organise and maintain methods of feedback on team behaviour towards umpires

#### ***Comms/publicity section***

- Manage and write copy for social media, website and other public-facing media
- With the Development Section, organise recruitment drives, usually pre-season
- Publicise the League's games and any other activities of the OSA during the season
- Liaise with the BSF over their portrayal of the OSL/OSA in other publicity
- Support the information in the website and write copy for the website as necessary
- Have the foremost interest in the image and branding of the OSA and OSL
- Manage a 'suggestions box' or collate recommendations from the grassroots/teams/players on rules, format changes or other items and pass these on to the relevant section and/or Exec
- Liaise closely with the Exec, the Development Section and other sections as needed
- Report on plans and activities to the Exec

#### ***Development section***

- Co-ordinate recruitment in close liaison with members of the Comms/Publicity Section
- Organise training events, ideally several pre-season and during at least the first half of the season, with the emphasis on new and developing players
- Maintain an informal database of applicants (new players) to the league
- Maintain a fair and transparent way of allocating new, centrally recruited, players to teams within the league
- Take the lead in outreach activities with a view to bringing in new players and teams to the league
- Organise indoor softball, during the off season
- Report on plans and activities to the Exec

#### ***Website group***

Ideally two or more individuals, taking input from the Exec and various sections of the OSA.

- Maintain website technically, including applying appropriate security updates
- Maintaining good security standards (ensuring good password quality etc of all, including team representatives entering scores etc.)
- Monitor for certificate, hosting, software licencing renewals
- (Unless an individual from the Comms/publicity section has taken the lead with this) to ensure that messages to the League mailbox are forwarded to the correct individuals (automatically or otherwise)

- Similarly, help with the OSA's archive of documents (including working documents), currently on Google Drive
- Enter teams, fixtures and players from the rosters collected at the beginning of the season
- Organise and provide the means for score entering by teams
- Paste content to the site as provided by other sections, especially the Comms/Publicity Section

### ***Social/events section***

- Responsible for liaison with the Clubhouse and maintaining good relations with the rugby club
- Run a mid-season barbecue and, ideally, other social events during the season
- Organise (plan and book) the season end social, and awards
- Ideally organise at least one off-season event
- Ideally organise a little fundraising for charity and league facilities

### ***Tournaments section***

- Encourage and advise teams wishing to enter tournaments
- Early encouragement (and timely reminders to ensure) Oxford teams are represented at 'Nationals' tournaments (both league winners and combination teams, e.g. single sex teams)
  - N.B. Attendees at Nationals may have to have representation at the BSF AGM (usually in February each year)
  - Ensure that we have captains and a team is entered before the deadline for single sex nationals etc.
- Ideally organise an Oxford tournament where a few outside teams are invited (liaise with the Facilities Section and the Oxford Harlequins Facilities staff)

### ***Weather watchers***

- At least two people (ideally two)
- Check weather on meteorology websites
- Make call on postponing games by 4.30 pm on game day
- Either inform Exec, or Comms/Publicity Secretary (as appropriate) to make an announcement by 4.30pm

### ***Safeguarding***

- Point of contact for the league and BSUK
- Look after policies re children, vulnerable adults and overbearing behaviour
- Oversee or directly manage parental permissions etc. for U18 players
- (If needed) be the conduit for investigations (although we would expect to use the resources of BSUK in such situations)