



PROCEDURES MANUAL

Approved: December 10, 1990
Amended : August 10, 1994
Amended: May 15, 1997
Amended: February 22, 1999
Amended: March 15, 1999
Amended: February 19, 2002
Amended: April 21, 2003
Amended: February 23, 2004
Amended: February 23, 2005
Amended: February 22, 2006
Amended: February 20, 2007
Amended: February 19, 2008
Amended: August 16, 2010
Amended: January 22, 2013
Amended: February 19, 2013
Amended: June 3, 2013
Amended: October 23, 2013
Amended: December 9, 2013

GENERAL OVERIEW OF FAIRFAX ADULT SOFTBALL

Fairfax Adult Softball (FAS) promotes and fairly administers the adult softball program within Fairfax County, on behalf of the individual participants, at all levels of organizational emphasis and play. FAS is a nonprofit, non-stock corporation, incorporated in May 1977, and is registered in the state of Virginia. FAS is not affiliated with, nor a member of, the County of Fairfax or any of its governmental bodies. FAS is directed by a Board of Directors representing every league, which join together for their collective common good. FAS is governed by the rules of the Amateur Softball Association of America (ASA) with the purpose of promoting and fostering amateur athletic softball at the local, state, regional, national and international levels. To this direction, therefore, the following procedures are presented for the benefit of all participants and interested individuals for the effective implementation and maintenance of the adult softball program in Fairfax County.

FAS OFFICERS

The executive officers of the Corporation shall be the President, First Vice President, Second Vice President, Treasurer, and Secretary. The qualifications, powers and duties of the officers are enumerated in Article VI of the FAS Bylaws. In addition the President has such powers as may be reasonably construed as belonging to the Chief Executive of any organization. The order of succession of authorized signatories and authorized chain of command is President, First Vice President, Second Vice President, Treasurer, and Secretary.

The President may appoint a parliamentarian, who at all Board of Directors meetings shall ensure that the Board acts in accordance with the designated rules of procedure and shall interpret said rules.

FAS STANDING COMMITTEES

The following are the standing committees of FAS:

Audit	Long-Range Planning
Budget and Finance	Marketing
Executive	Procedures
Fields and Facilities	Rules
Hall of Fame	Tournament
Information Technology	Umpires

- A) Each standing committee will have at a minimum three members.
- B) Each member must be in good standing with the corporation.
- C) The President will appoint a chair(s) for each standing committee.
- D) The balance of each committee shall be comprised of FAS Directors and/or participants as selected by the Chair.
- E) The committee meets a minimum of twice a year and additionally when deemed necessary
- F) The committee submits recommendations to the Board of Directors.
- G) The chair of each standing committee, or a designate thereof, must ensure that official minutes are kept at each committee meeting, and that a copy of those minutes is maintained at the FAS office.
- H) Any time a committee meeting is scheduled; all committee members should be notified at least one week in advance. The FAS staff, under direction from the committee chair, handles this notification.

Audit Committee

The chair of the Audit Committee is not to be an executive officer of the current year nor any person having received direct compensation from FAS during the period being audited. The committee will conduct audits to ensure that all internal processes adhere to established FAS standards and to evaluate the effectiveness of these standards. An audit may be performed on any procedure, process, system, or committee of FAS. Two types of audits which may be performed are: (1) financial audit - an audit of all financial systems and records of the treasury; and (2) internal audit - an audit of any procedure, process, system or committee acting on behalf of FAS.

The Audit Committee will:

- A) Ensure a financial audit is performed by an independent public accountant when deemed necessary by the Executive Committee and/or upon a new treasurer assuming office and/or upon the Program Administrator.

- B) Perform an internal audit annually. All information documents and sources are to be made available to the Audit Committee upon request.
- C) Prepare a checklist for all audits addressing appropriate aspects of the audit objectives to help ensure that essential items are not overlooked.
- D) Request the removal of any member of the Audit Committee if a conflict of interest arises.
- E) Provide a briefing with the executive officers before presenting their audit report to the FAS Board of Directors. The ONLY purpose of this briefing is to give the executive officers an opportunity to understand the findings of the audit and to clarify any point(s) which may have been misinterpreted. Under NO circumstances is the Audit Committee to make any changes to their report at, or as a result of, this briefing.
- F) Have read their written report at the next regular Board meeting. Copies of the written report must be made available to all Board members.

The Audit will follow these general guidelines:

- A) An audit is a cooperative effort between auditor and auditee to compare practice and policy.
- B) An audit is to be construed as beneficial, not punitive. In pointing out both strengths and weaknesses observed during the audit, and proposing reasonable recommendations that take into consideration urgency, schedule, and resource limitations while maintaining audit integrity, the confidence of those being audited is secured.
- C) Observations outside the scope of the audit are noted to the executive officers but do not become part of the audit.
- D) Findings are based on objective evaluation of the performance of procedures as defined by FAS.

Budget and Finance Committee

The committee shall include the Treasurer, the President, and the Program Administrator. The committee shall meet in time to draft a budget for the upcoming year, to be submitted in October to the Board of Directors for its approval in November. The budget shall contain a projected income for the year and projected expenses. The submission should include itemized justifications for each line item in income and expenditures, current year actuals, and an educated estimate of the current year-end balance of funds.

Executive Committee

The powers and duties of the Executive Committee are enumerated in the Bylaws. The Executive Committee shall report to the Board of Directors its action on any matters affecting the affairs of the organization at the next meeting of the Board. Executive Committee members average 10 hours per month of volunteer service.

Fields and Facilities Committee

It is the primary purpose of this committee to provide FAS with a conduit by which it may keep track of occurrences that affect playing fields within Fairfax County. This includes monitoring of existing field conditions and supplies, and cooperating with appropriate Park Authority officials to ensure that fields allocated for FAS use are maintained in playing condition.

This committee should submit recommendations for field improvements to the Executive Committee as necessary and should regularly monitor field use by organizations that use the same playing fields that FAS does. If it is found that a field is being underutilized by another organization, the Facilities Committee should, through the Executive Committee, attempt to secure that field for FAS use, if desired.

Information Technology (IT) Committee

The purpose of the committee is to continually evaluate the IT resources required to facilitate the needs of the program and to continue to improve the delivery of information and services from FAS to our participants. The committee will review currently used IT solutions and recommend necessary revisions. The day to day administrative IT needs will be handled directly between the Program Administrator and the contracted IT service.

Long-Range Planning Committee

The purposes of the committee are to evaluate the status and growth of the FAS program, establish goals and objectives, and determine which activities should be pursued to satisfy the FAS mission.

In establishing goals and objectives, the committee shall consider the integrity of the program, number of teams and potential growth, changes in technology, and the needs and expectations of FAS participants. Plans should provide a basis for setting priorities and be within the limits of the FAS approved budget.

In March of each year, directors will be requested to prepare a one-paragraph suggestion that discussed long range plans or suggestions for the committee to address.

Marketing Committee

The purpose of the committee is to plan and execute the conception, promotion, advertising, and implementation of ideas and services that FAS has to offer the residents of Northern Virginia that enhances our league play or promotes growth to and within our program. The Program and Media Manager will serve on this committee.

Procedures Committee

The committee shall maintain the Procedures Manual for use by board members, league coordinators, committee chairs, officers, and the FAS staff to ensure the smooth and skillful operation of the program. The Procedures Manual may be amended as necessary at any Board of Directors meeting. Note that the Procedures Manual is a complement to the FAS Bylaws and shall never supersede the Bylaws, either directly or by implication.

Rules Committee

The committee shall be chaired by the Second Vice President. The committee is responsible for the annual review and preparation of the Rule Book. In order to conduct an efficient and productive review process and subsequent approval meeting, when the chair presents proposed rule changes to the Board of Directors for their review, it shall be accompanied by a request that any suggested revisions be submitted to FAS at least one week prior to the approval meeting. Changes to the Rule Book must be accomplished in time to afford their inclusion in the rulebook prior to Spring play. Further, the Rule Book, including all changes for the upcoming season, must be approved by the Board of Directors prior to opening registration for the next year's spring season. The Rule Book must be published and available to all umpires under contract with FAS in accordance with the stipulations of such contract(s).

The suggested timetable for action by the Rules Committee is:

- A) At the first FAS meeting after the Annual meeting where the Board of Directors are elected, members for the Rules Committee will be invited,
- B) In the third quarter of each year, a questionnaire to spring and summer managers asking for suggestions about rule changes, additions, etc, will be distributed,
- C) Each October and November, Rules Committee meetings will be held to review the current FAS rules and establish proposals for the Board of Directors to review and vote upon,
- D) Two weeks prior to the December Board of Directors meeting, a draft of proposed rule revisions/additions will be sent to all Board members,
- E) At the December Board of Directors meeting, the final written revisions/additions to the Rule Book will be presented for votes; after all changes, the entire Rule Book, with all changes, will be approved,
- F) In the first quarter of each year, staff will revise the computer version of the Rule Book as voted on at the December Board of Directors meeting, and
- G) The end of February, staff will ensure the publishing of the Rule Book.

The Rules Committee chair mediates protests of playing rules and their interpretations, serving to resolve any such questions or problems relating to FAS. FAS staff is responsible for determining the validity of the protest, consulting with the FAS and/or State Umpire in Chief, and presenting those findings to the Rules Committee chair to help determine the ruling. Findings and recommendations are to be submitted in writing within one week of receipt of protest to the teams and/or individuals involved. It is the responsibility of the Rules Committee chair to act on all protests expeditiously and to ensure records of all decisions are always put in writing and kept on file at the FAS office.

Protest Appeals: Upon receipt of a written appeal of a protest decision, the President (or if a conflict of interest exists, then the next officer in the chain of command without a conflict in the matter) shall conduct a thorough review of the protest with the Rules Committee chair, reviewing all findings and documentation of the protest and its ruling.

Tournament Committee

The committee is comprised of the Program and Media Manager, all the league coordinators, and a chair appointed by the President.

The committee is responsible for organizing and planning FAS-sponsored tournaments, the Early Bird and any Post-Season League Tournaments, as well as any additional tournaments FAS may wish to conduct. This includes but is not limited to; establishing the dates, format, cost, awards, and rules for the tournaments, under the guidance of FAS staff. The committee should meet in early September to plan for the upcoming year's tournaments and prepare the tournament application for submission to Fairfax County Department of Neighborhood and Community Services by the October 1 deadline. The Program and Media Manager is responsible for promoting all tournaments through the various media.

Umpire Committee

The First Vice President shall chair the committee which consists of the FAS Umpire in Chief (UIC), FAS staff and selected board members. The committee shall meet annually in the fourth quarter of each year to review umpire agreements, address prior-year issues with umpires and/or training, and establish the new contracts and training schedule. In the event FAS contracts umpire services with umpires associations, the committee shall meet to determine the contract. The committee and staff are responsible for handling problems arising between FAS and its contracted umpires, and for establishing procedures and guidelines for those umpires under independent contract directly with FAS.

BOARD OF DIRECTORS

(See Article V of Bylaws)

LEAGUE COORDINATORS

A League Coordinator will be appointed by the President to each league established by FAS. If more than six divisions exist in any one league, additional coordinators may be appointed. The League Coordinator:

- A) Shall act in an information/advisory capacity to teams in the divisions that comprise the league for which the coordinator is responsible. The coordinator must be available to answer any questions on subjects ranging from rule interpretations to scheduling, and thus is responsible for staying well apprised of events within FAS.
- B) Shall hold a meeting, on a date determined in conjunction with the FAS staff, to seed teams into divisions within the league. The invitees must include, but is not limited to, the league coordinators of the previous year (should they exist.)
- C) Shall be available to assist in organizing season schedules, and playoff tournament and All Star games (if applicable), to provide information about postseason play, and to answer questions regarding the program.
- D) Are encouraged to attend the regular monthly meetings of the FAS Board of Directors although league coordinators need not be a director.
- E) Shall serve on the Tournament Committee and assist staff with organizing the postseason tournament for the divisions within the coordinator's purview if held. As such, the coordinator should act as tournament director and MUST be present at all times during the tournament, or must appoint and publicize an assistant tournament director.
- F) Be available to perform other duties as directed by the FAS President in conjunction with the FAS staff to ensure the smooth flow of the FAS program.

PERSONNEL

PROGRAM ADMINISTRATOR

Purpose

To work independently, under the direction of the Executive Committee and Board of Directors to provide the overall strategic and operational management of FAS's nonprofit staff and contractors, programs, and the execution of its mission.

Scope

Oversee and manage the day-to-day program operations and the staffing requirements of FAS. Ensure the ongoing operations, maintenance, and updating of information systems and infrastructure. Accomplish the scheduling requirements of league and tournament play. Serves as the program's overall liaison by directly interacting with local government, NGOs, businesses and corporations to enhance and improve the FAS mission. The position is a permanent, full-time position averaging 40 hours per week working within the confines of the office and externally as required to accomplish the responsibilities of the position.

PROGRAM AND MEDIA MANAGER

Purpose

To work independently and under the direction of the Program Administrator in providing high-level administrative and office support by handling information requests, performing clerical functions, and implementing administrative systems, procedures and policies that facilitate the efficient operation of the organization. To work independently to create, promote, and maintain FAS's favorable image and reputation; to deepen and refine all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand. To promote FAS team and player registration by developing and implementing marketing and advertising campaigns. To generate revenue through advertising options and fundraising activities to support program operations.

Scope

Manages the FAS office by ensuring effective workflow, provides customer service by answering questions and requests via email, telephone, and walk-ins. Organizes, develops, directs, and maintains the FAS community outreach benefit bowling tournament and similar fundraising activities.

This position will be responsible for prospecting, identifying opportunities, building new business relationships, and generating revenue for existing and new projects through face-to-face meetings, sales calls, and making sales presentations. The position will be responsible for utilizing all media with interesting and effective press releases of FAS events and actions. A 15% commission is paid on all advertising revenue and a sliding scale will be established for commission based on the per team growth over the previous season's benchmark. The position is a permanent, full-time position averaging 40 hours per week working within the confines of the office and externally as required to accomplish the responsibilities of the position.

UMPIRE IN CHIEF (UIC)

Purpose

To work independently remotely and independently, and under the direction of the Program Administrator to ensure and support properly trained umpires at all FAS games. The immediate supervisor will be the First Vice President of the Executive Committee.

Scope

To assign umpires for all games scheduled by FAS (regular, tournament, special, and makeups), and to adequately recruit and train umpires, implement peer and mentor opportunities and evaluations, and provide rule interpretations for umpires and protests.

FAS CONTRACTORS

Purpose

FAS contracts individuals to provide field maintenance duties and to provide umpires for its games under the direction of the FAS Program Administrator and UIC. Individuals are hired as independent contractors and are responsible for the payment of all taxes associated with any payments received by contractor from FAS, as well as providing their own liability insurance (umpires obtain liability through the national association registration). Maintenance contractors agree to not hold FAS responsible for any injuries incurred while in the operation of any of its equipment and/or supplies.

Scope

- A) Field Maintenance: FAS will contract to provide field maintenance duties on a regular weekly basis to supplement the maintenance provided by the Fairfax County Park Authority.
- B) Umpires: FAS will recruit, train, schedule, and manage umpires who officiate FAS games.

FAS HALL OF FAME

Approved by FAS Board of Directors on 8/16/2010

Amended by FAS Board of Directors on 2/21/2012

Mission

The FAS Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of FAS. Many individuals have made extraordinary contributions and have had superb accomplishments in FAS. The FAS Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of recognition as examples for others to emulate.

Nominations

Nominations can be made by anyone. All nominations are completed by downloading a Hall of Fame nomination form from the FAS website: www.fairfaxadultsoftball.com. Nominations will be solicited via manager email and on the FAS website.

Induction Criteria

- A) An FAS Hall of Fame nomination form must be completed in full on the nominee to include the appropriate "Letters of Reference" for the nominee.
- B) A thorough case must be made by the nominator for the nominee (guidelines for examples of nominations are viewable on the FAS website).
- C) Each nominee must have a minimum of 10 years of cumulative FAS service in the category for which they are nominated.
- D) Each nominee will have a conduct/sportsmanship review by FAS staff documenting any issues involving the nominee.

Nomination Procedure and Review

- A) Nominations would be accepted through the end of the Fall season with a submission date no later than October 31 of the calendar year.
- B) The FAS President shall appoint a Chair of the Hall of Fame Committee annually.
- C) The Hall of Fame Chair shall convene a meeting of committee members annually in November.
 - a. The committee will consist of a minimum of five and a maximum of seven persons to include the Chair.
 - b. Committee members must be either:
 - i. Active members of the FAS program in any capacity, or
 - ii. FAS Hall of Fame inductees.
 - c. Committee members may participate each year that the Hall of Fame Chair requests their participation without limit.
- D) The Hall of Fame Committee is responsible to put forth the best candidates to be voted on for induction into the FAS Hall of Fame. In order to complete their task, the Hall of Fame Committee must:
 - a. Vet the nominees against any conduct/sportsmanship reviews. In the event a nominee has any negative review, the committee must either eliminate that nominee or support that nominee's continuance in writing onto the pool of best candidates to be approved by the FAS President prior to voting on the current year's class of nominees.
 - b. Analyze all Hall of Fame nominations and choose the strongest nominations to be brought forward for a vote.

- c. Provide constructive feedback to the nominators for those nominees who were not selected for a vote. Feedback is defined at a minimum as written comments on the packet by one of the HOF committee members.

Voting Procedure

- A) Upon completion of the nomination procedure and review, Hall of Fame candidate packets as suggested by the Hall of Fame Committee will be forwarded to the Board of Directors for review in preparation of an upcoming Board of Director meeting vote.
- B) Voting would be conducted by the current Board of Directors.
- C) At the November Board of Directors meeting, a vote will be conducted where each director will vote either Yay or Nay for each nominee presented by the Hall of Fame Committee. Failure to vote either Yea or Nay does not default to a Nay vote; it is an abstention.
- D) Voters would be allowed to vote for a maximum of 10 of the nominees, and inductees must be named on at least 80% of the non-abstaining ballots to be inducted.

Induction

- A) Inductees will receive a small plaque, recognition on the FAS Braddock Hall of Fame wall, and a page on the FAS Hall of Fame website.
- B) Inductees will be announced at least one month prior to the HOF recognition event. The FAS President reserves the right to notify the inductee earlier in accordance with the guidance in paragraph C of the Induction section.
- C) Hall of Fame inductees will be announced upon approval of the FAS President. Considerations for the FAS President to announce the inductees include:
 - a. The Hall of Fame vote must be complete.
 - b. The Hall of Fame vote must be confirmed by the FAS staff.
 - c. Each nominee has must be informed individually of his, or her, status. Under no circumstance should a nominee find out their status from any source other than the Hall of Fame Committee or an FAS staff member.
 - d. The FAS Executive Committee must come to a decision on how to recognize the Hall of Fame class (ceremony, dinner, luncheon, brunch, etc.).
 - e. The announcement must occur prior to Opening Day of the upcoming Spring season
- D) FAS will put forth an article for the local papers and media to announce inductees in addition to premier placement on the FAS homepage.
- E) Upon learning of their induction into the FAS Hall of Fame, inductees will be provided the following:
 - a. An information form to be completed by the inductee to accurately portray the inductee on the plaque. The deadline to provide that information will be within 45 calendar days of notification by the FAS staff.
 - b. Information in regard to purchasing an FAS designed Hall of Fame ring. The decision to purchase that is upon the inductees but the FAS staff must inform the inductee that purchasing a ring is an option for the inductees or their families. In no circumstance will a ring be purchased by FAS for an inductee to include a posthumous induction.

IT Requirements

- A) Create an FAS Hall of Fame page to be accessible from the league's home page.
- B) Create a page with all of the Hall of Fame inductees that is hot linked to an honorarium page for that inductee describing his or her accomplishments earning them a spot in the FAS Hall of Fame. This page will include a minimum of one photo for the inductee. Team inductions will need to provide a team photo or a team logo as the required one photo.
- C) Create an application that can be downloaded for the nominator to use in nominating a candidate. Consider making the actual nomination form a PDF-fillable document.
- D) Provide a space for examples of successful nomination packets in all categories. Limit it to one example per category. Establish a web page banner congratulating the incoming class pending the FAS President providing authorization to post the banner.

- E) Establish a presence to routinely honor an FAS Hall of Famer on the FAS Home Page with a quarterly rotation of the inductees.
- F) Provide an on-line ballot when the Hall of Fame committee submits the packets that will be considered, which includes tabulation.

POLICY STATEMENTS

ADVERTISING POLICY

FAS offers a wide range of advertising opportunities from banner ads to sponsorships on our site and email blasts. These opportunities should be customized to meet a particular corporation's or products branding strategy and budget. Advertising and sponsorship revenue is used to support FAS. (Criteria are subject to change without notice.)

- A) Advertising that may be allowed on the service, provided certain criteria are met:
 - a. Corporate image advertising or corporate sponsorship
 - b. Consumer products with a softball connection
 - c. Fitness products or services
 - d. Restaurants or other local businesses
- B) Advertising that is prohibited on the service includes:
 - a. Alcoholic products
 - b. Tobacco products
 - c. Firearms and weapons
 - d. Fireworks
 - e. Legal (including malpractice)
 - f. Pornography
 - g. Gambling and lottery
 - h. Political ads
 - i. Social cause ads
 - j. Religious messages
 - k. Competitors
- C) Advertising formats that are prohibited on the service include:
 - a. Pop-ups and floating ads or surveys
 - b. Ads that have forms within them to collect personally identifiable information while a visitor is on FairfaxAdultSoftball.com or PlaySoftballNow.com
- D) The following advertising types are evaluated on a case-by-case basis:
 - a. Sweepstakes
 - b. Non-FAS tournaments
- E) Advertising and sponsorship criteria that must be met to allow the company to advertise or sponsor include:
 - a. Advertisement must not make a claim for its product that is not clearly substantiated. Advertisers may be required to submit supporting documentation to substantiate claims.
 - b. No implication of endorsement by FAS of product may be made.
 - c. FAS retains final approval of all sponsor and product messages, banners and advertising copy that are directly linked or adjacent to the content. This includes verification of advertisement content and placement before it is produced on the site.
 - d. The advertisement, advertising icons and company logos must be displayed in such a way that they clearly are not part of the FairfaxAdultSoftball.com site content.
 - e. FAS reserves the right to reject, cancel or remove at any time any advertisement from FairfaxAdultSoftball.com for any reason. In such a case, FAS will provide prompt notice to the advertiser, together with an explanation. FAS also reserves the right to determine the appropriate placement of the advertisement on the website.
 - f. No unsolicited commercial messages are allowed.
 - g. Collecting and selling of mailing lists without the users' express permission is not allowed.
 - h. The full rules for any market research or promotion must be displayed or linked to.

- i. Advertisers and agencies cannot collect any personally identifiable information from FairfaxAdultSoftball.com visitors or place any cookies, applets or other such files — if those files transmit any personally identifiable information to the advertisers or agencies — on computers of FairfaxAdultSoftball.com visitors who do not visit advertisers' sites by clicking on their ad banners.
 - j. FAS maintains total editorial independence from advertisers and sponsors. Advertisers and sponsors have no influence over or input in our product development. They also have no influence over the listing of responses to search engine results. Neither advertisers nor sponsors can buy priority listings on our search engine. We don't allow cobranding of our information.
 - k. FAS does not endorse any of the products and services advertised.
 - l. These guidelines are intended to provide general guidance. They are not inclusive or exhaustive and are subject to change at the discretion of FAS at any time.
- F) It is the policy of FAS to offer contract options for Rule Book advertising annually in October of each year. Existing advertisers will be given the right of first refusal of their existing contracted advertisement locations provided they respond within thirty days of the first FAS notice for contract renewal.
- G) It is the policy of FAS to require payments for advertising contract options prior to any actions of the contract being implemented.

AWARDS POLICY

A page on the FAS website will be dedicated to award recipients,

Season Awards: FAS shall award 1st place team trophies in all divisions. FAS shall award 1st place individual awards of short-sleeve t-shirts for all Spring and Summer divisions, and long-sleeve t-shirts for all Fall divisions. Awards are available from the FAS office and teams have six months from the end of their season to obtain them before FAS begins recycling them. The tournament committee will determine tournament awards.

President's Award: Any team attaining a perfect undefeated season in Spring, Summer or Fall season(s) shall receive recognition on the FAS website and a plaque.

Spirit of Softball Award: Any team not forfeiting a game in a winless season in Spring, Summer or Fall seasons shall receive recognition on the FAS website, and the manager of any such team shall receive a token recognition.

Umpire Awards: FAS shall award \$200 to a Most Valuable Umpire recipient(s) and \$100 to a Rookie of the Year recipient(s) annually. The First Vice President, members of the Umpire Committee, and FAS staff shall determine the recipients. Additional awards may be awarded as determined by the First Vice President and FAS staff.

The Ron Bullock Volunteer of the Year Award: The Executive Committee shall vote to determine the recipient(s) by considering nominations as presented by FAS staff. If warranted, more than one person may receive this award in a single year, and a person may receive this award even if they had received it in a prior year. In the event the Executive Committee does not approve a recipient from the staff nominations, the entire Board of Directors will be presented with a slate of nominees to vote for the recipient(s). The Volunteer of the Year recipient shall receive a plaque recognizing their accomplishment.

Volunteer Recognition Awards: FAS shall honor its volunteers yearly at a volunteer appreciation event. Board of Directors who have attended a minimum of 60% of the meetings may be recognized with an individual award. The FAS President may select additional volunteers to receive any such individual awards. Directors who have received the Volunteer Recognition Award for 10 consecutive years will be recognized with an award.

Tournament Awards:

- A) FAS encourages and promotes teams to participate in competitive tournament play. To that end, FAS will provide information to teams on opportunities for national or international competition, an application to be completed for reimbursement consideration, and will annually budget to award funds to teams that participate in national and international competitive play. At a minimum, one team from each league category (Men, Women's Slow Pitch, Women's Fast Pitch, Coed, Seniors, and Men's 35 and Over) that FAS organizes will be eligible, as determined by the Executive Committee, to receive supplemental funding. The Executive Committee will review reimbursement applications in the fourth quarter and approved reimbursements will be retroactively reimbursed

no later than January 31 of the succeeding year.

- B) FAS league playoff tournament teams may receive awards at the discretion of the league coordinator and tournament committee chair, and in accordance with their pre-determined budget.

CLERICAL POLICY

It is the policy of FAS that the staff will:

- A) Consider written communication to be U.S. Mail, faxed transmission, electronic mail, or delivery service.
- B) Upon request, send each league coordinator a list of their teams including: team name, manager and assistant manager information including name, address, telephone numbers, and email addresses.
- C) Contact the current manager of record to verify any proposed change to the manager of record listed for a team.
- D) In the event of inclement weather, update rainoutline.com (which subsequently updates other outlets such as the field status line, Facebook, website, etc.) with the detailed cancellations and/or changes as necessary and it shall include the time of the update. On days of no cancellations, the rain line shall have a general announcement.
- E) It is the policy of FAS that electronic mail constitutes proper notice in lieu of U.S. Mail. FAS staff will make U.S. Mail available to any person so requesting.

DOCUMENT RETENTION POLICY

It is the policy of FAS to manage the electronic, physical, and financial information assets and the proper disposition of records at the end of their lifecycle. Document disposition includes not only destruction but also the selection and protection of legal and historical records.

- A) Electronic Information:
 - a. An automated daily differential and weekly full backups of data stored on the FAS server to an external USB hard drive which is stored at FAS and connected to the server.
 - b. FAS database information is stored in the Cloud with the FAS web hosting company, and that web hosting company maintains backups of the database and the website.
 - c. CSW performs weekly backups of the web site and the sequel database which is stored on the external USB hard drive at FAS and connected to the server.
- B) Physical Information:

Files should be reviewed annually. All documents should be maintained for a period of not less than three (3) years. Documents of a legal or historical nature should be maintained permanently; e.g. Board Meeting Minutes, Articles of Incorporation, Bylaws, and Property Deeds.
- C) Financial Information:

Files should be reviewed annually. Financial records, including, but not limited to, tax returns, bank statements, cancelled checks, annual summaries of brokerage statements, employee payroll records, shall be maintained for a period of seven (7) years. Annual Financial Statements should be retained permanently.

CONFLICT OF INTEREST POLICY

Purpose: The purpose of the conflict of interest policy is to protect FAS when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of FAS or might result in a possible excess benefit transaction. This policy intends to supplement, but not to replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions:

- A) Interested Person:
 - a. Any officer, director, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- B) A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which FAS has a transaction or arrangement,
 - b. A compensation arrangement with FAS or with any entity or individual with which FAS has a transaction or

- arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which FAS is negotiating a transaction or arrangement.
- C) Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- D) A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

- A) Duty to Disclose
- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.
- B) Determining Whether a Conflict of Interest Exists
- a. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed, then voted upon. The remaining board members shall decide if a conflict of interest exists.
- C) Procedures for Addressing the Conflict of Interest
- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether FAS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in FAS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- D) Violations of the Conflicts of Interest Policy
- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

- A) The minutes of the governing board and all committees with board delegated powers shall contain:
- a. The names of the persons who disclosed or were otherwise found to have a financial interest, the nature of the financial interest, and any actions taken to determine whether or not a conflict of interest was present and the governing boards or committees decisions as to whether a conflict of interest existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- A) A voting member of the governing board who receives compensation, directly or indirectly, from FAS for services,

is prohibited from voting on matters pertaining to that member's compensation.

- B) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from FAS for services is prohibited from voting on matters pertaining to that member's compensation.
- C) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from FAS, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

- A) Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
 - a. Has received a copy of the conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands FAS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

- A) To ensure FAS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.
 - b. Whether partnerships, joint ventures, and arrangements with management organizations conform to FAS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, FAS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

DIVISION SEEDING POLICY

Teams shall be placed in divisions based on their competitive evaluation. This evaluation shall be based on the following criteria:

- A) Previous year's FAS record and statistics in accordance with their division's level of play;
- B) Head-to-head competition with other teams within their division;
- C) Team's performance in their respective play-off tournaments;
- D) Information and criteria submitted on the team's application; and
- E) Other known information about the team's level of play.

A committee of the appointed League Coordinator(s) and other members appointed by the President shall organize divisions. League Coordinators shall place teams in their respective divisions based on the above criteria.

After completion of the divisional setups, no team may change divisions without the approval of the appropriate league coordinator(s). The League Coordinator can seek additional help in approving team switches. A team will not be seeded into a day of the week not listed as one of their three priorities requested on the application, provided the application has been completed in its entirety and includes the three requested priorities for day preference unless explicit permission is given by the manager. (Note: If the manager does not give permission, then a full refund will be offered.)

FINANCIAL POLICIES

Accounting Policy

The Accounting Policy of FAS shall be within the guidelines of general accepted accounting practices. It is available upon request for review and comment at the FAS office.

Bid Policy

It is the policy of FAS to solicit at least three bids on purchases expected to exceed \$1,000.

Disbursement Policy

It is the policy of FAS to donate \$50 to a charity of choice in the event of death for any Director or staff member, or their immediate family (spouse, parent, parent-in-law, sibling, child), to send flowers not to exceed \$50 to any Director or staff member being hospitalized, and to send cards whenever possible for major life events.

Franchise Fee Reimbursement Policy

- A) Reimbursements for Teams Not Playing Complete Season
- a. If a team has received wins through forfeits which resulted from the opposing team not having the required number of players to begin a game, then that team may be eligible for reimbursement from FAS.
 - i. The team must have gained more than three (3) wins by forfeit to be eligible for a reimbursement.
 - ii. The team must submit their request for reimbursement in writing to FAS.
 - iii. The team's request for reimbursement must be verified by FAS staff.
 - iv. The team will be eligible for: A refund equal to the dollar amount paid for umpires in their franchise fee for one game for each game won by forfeit over three games.
 - v. The reimbursement will be issued at the end of the playing season.
 - b. If a team in the program has not played games as scheduled or rescheduled, then that team may be eligible for a reimbursement from FAS.
 - i. The team must not have played a game as scheduled or rescheduled, through no fault of its own, in order to be eligible for a reimbursement from FAS.
 - ii. The team must submit a request for reimbursement in writing to FAS.
 - iii. The team's request for reimbursement must be verified by FAS staff.
 - iv. The team will be eligible for a refund equal to the dollar amount paid for umpires in their franchise fee for one game for each game not played, in excess of two games, through no fault of its own. The reimbursement will be issued at the end of the playing season.
- B) Reimbursements for Teams Playing Games without Proper Number of Umpires
- a. Teams playing scheduled games without any umpires, or without the required number of umpires present, may be eligible for reimbursement from FAS.
 - i. The team must document on the Report Scores section of the FAS website the umpire's absence.
 - ii. FAS staff must document by day, date, time and field any games where an umpire absence occurs.
 - iii. The team will be eligible for a refund equal to the dollar amount paid for umpires in their franchise fee for the game.
 - iv. The reimbursement will be issued at the end of the playing season.

Individually Registered (IR) Fees

- A) It is the policy of FAS to refund a player their IR fee as follows:
- a. A player who rescinds more than two weeks prior to the IR team's first game shall receive a 100% refund of the fee paid.
 - b. A player who rescinds with less than two weeks of the IR team's first game, for whatever reason, shall forfeit their entire IR fee to the FAS general fund.
- B) In the event an IR is placed on an existing team, rather than an IR team, it is the policy of FAS to retain 20% of the IR fee in the FAS general fund, and to forward 80% of the IR fee to the manager of the team where the IR is placed.

Fundraising

- A) Types of Fundraising We Undertake:
- a. FAS undertakes the organization and running of a benefit bowling tournament annually. The net proceeds from this activity are split evenly between Special Olympics Virginia, Area 26 (a 501c3 organization) and our own field improvement fund. The portion of the monies we keep are used solely for capital improvements made to the softball fields that we and other non-related athletic entities use, which are owned by The County of Fairfax, VA.
 - b. FAS also undertakes the organization and running of softball tournaments for fundraising purposes. Proceeds from such tournaments may be donated to benefit local charities as predetermined by the Executive and Tournament Committees.
- B) How We Raise Funds:
- a. FAS solicits participation in our bowling tournament through emails to FAS participants and past bowlers, advertisements on the FAS website and through various media sources. We contract with a local bowling alley for a package price that includes bowling, shoe rental, and a lunch for each bowler. Bowlers pay a fee that covers their costs and more. We also solicit other entities to donate items, which are then used to generate revenues as part of a silent auction or as other prizes.
 - b. FAS solicits participation in our softball tournaments through emails to FAS participants and past participating teams; by posting notices on our own website; other softball websites; and by distribution of flyers at local parks and other tournaments. We determine the cost for the running the tournaments and set a price higher than our costs to support the fundraising effort.

Late Roster Fee

It is the policy of FAS to assess a late roster fee of \$50 to any manager failing to comply with the deadline for roster submission as detailed annually in the FAS Rule Book. Electronic notice and reminders will be given to teams prior to the deadline in an effort to avoid to assessment of late fees as it is not the intent of FAS for this to be a revenue generating fee, but a deterrent to those who fail to submit rosters in a timely manner.

Purchase Order Policy

In order to maintain the integrity of any line item within the budget, an individual purchasing an item that exceeds \$500 must be issued a purchase order by FAS staff in an amount not to exceed that originally allotted in the FAS approved budget or in the relevant league franchise fee statement. The person receiving the purchase order will bear the responsibility for any charges exceeding the allocated purchase order amount.

Refund Policy

- A) Refunds for Franchise Fee for the FAS Program
- a. If a team rescinds its application prior to the established deadline, a total refund will be given.
 - b. If a team rescinds its application prior to the established division seeding date but after the established deadline will be given a total refund minus a \$50.00 administrative/processing fee.
 - c. If a team rescinds its application prior to one month before their season start, a total refund will be given minus a \$100.00 administrative/processing fee.
 - d. If a team rescinds its application between one month and two weeks of the season start, they will be refunded 50% of their total franchise fee.
 - e. If a team rescinds its application after two weeks prior to the scheduled season start, no refund will be given.
- B) Refunds for FAS Sponsored Tournaments
- a. If an application is rescinded prior to two weeks before scheduled tournament, that team will be given a full refund.
 - b. If an application is rescinded between one week and two weeks prior to the scheduled start of the tournament, that team will be refunded 50% of the fee.
 - c. If an application is rescinded at one week to the start of the tournament, that team will receive NO refund.
 - d. In the event a tournament is not completed as scheduled:
 - i. A team playing no games will be given a full refund,
 - ii. A team playing less than the advertised game guarantee will be given a refund to be determined by the tournament chair and advertised with the rules of the tournament,
 - iii. A team playing a minimum of the advertised game guarantee will receive no refund.

Reimbursement Policy

Any board member requiring reimbursement for expenses incurred while handling duties as assigned by their position may receive an expense reimbursement upon submission of a written request accompanied by the appropriate receipts. Without receipts, no reimbursement will be granted. Expenses must be submitted within 60 days of the outlay and will be processed by FAS staff within 30 days of receipt. Consideration of request for reimbursement shall be in accordance with FAS By-laws.

Returned Check Policy

- A) Checks will not be accepted from any bearer whose checks to FAS have failed to clear their financial institution within the past two years. A "Do Not Accept" listing will be maintained at the FAS office.
- B) Any bearer whose checks have been returned shall be invoiced the amount of the check plus a \$50.00 service fee and MUST submit the money owed within three (3) business days, ONLY BY certified funds (i.e., cashier's check, money order, cash).
- C) A photocopy of the front of each returned check will be maintained in the FAS files.
- D) Only accounts that have paid in full, including penalty fee(s), will be allowed to participate in any FAS program.
- E) FAS will request its financial institution to redeposit returned items.

HEARING POLICY

Procedures for Hearings and Appeals

- A) Upon receipt of a written complaint, FAS shall conduct a preliminary inquiry to determine whether a hearing regarding the incident is appropriate. If sufficient evidence is obtained by the Second Vice President, or his designee, from a thorough and complete investigation with all parties involved, the Second Vice President may, unless a hearing is requested, impose a penalty without a hearing. A complaint may originate from:
 - a. Any umpire/umpire association under contract to FAS;
 - b. Any FAS Officer;
 - c. Any individual involved in the FAS program holding a responsible position;
 - d. The Fairfax County Park Authority.
- B) The nature of the complaint may include:
 - a. Conduct of a manager, coach, team, team members, or spectators of a team on or off the field of play;
 - b. Conduct of an umpire or umpires on or off the field of play.
- C) With the exception of (F) below, a complaint must be provided in writing to the FAS office within 10-15 calendar days of the event.
- D) If, as a result of the written complaint, a hearing is justified, notification of time, date, and location of the hearing or board of inquiry shall be furnished to all principals not later than seven days prior to the scheduled date.
- E) Membership on the hearing panel shall consist of:
 - a. The Second Vice President (Rules), or a designate appointed by the FAS President, as chair.
 - b. Not less than four (4) FAS representatives, 50% of who are members of the Board of Directors. Team managers may also be selected.
 - c. If the hearing involves an umpire-related issue, one of the four FAS representatives shall be an umpire representative as appointed by the First Vice President.
- F) The defendant will be provided a copy of the complaint and in addition to responding to the complaint may provide a counter complaint. This must be done within one week of the defendant receiving the written complaint.
- G) Each side will provide a list of proposed witnesses and what the witness' expected testimony will be to the hearing chairperson by a day and time prior to the hearing as specified by the chairperson. The chairperson may limit the number of witnesses allowed to testify if their testimony will be duplicative, hearsay or inapplicable to the issue at hand.
- H) The hearing panel will be provided a copy of the complaint, the response, if any, and the witness lists prior to

the hearing. Panel members will not discuss this information with anyone except the chairperson.

- I) Anyone appearing before the hearing may be subject to disciplinary action. For example if the hearing is to determine culpability for a fight that was started by one individual, if it turns out that either manager was using non-rostered players, not only will the fighter be subject to discipline but so will the manager who used a non-rostered player. If the charge requires, the chair may grant another hearing on the new issue.
- J) The chairperson is responsible for maintaining for the FAS records a list of all panel members, representatives, and witnesses giving testimony at the hearing.
- K) A recording will be made of all testimony presented to the hearing panel and the final decisions of the hearing panel. Recordings will remain in the FAS records for at least one year and may never be removed from the FAS office. They shall be made available for listening to in the FAS office to whoever may be required to hear any appeals.
- L) A record of hearing results will be kept in the FAS office and made available to the hearing panel so that they will know what precedents have been established.
- M) The order of business for hearings shall be:
 - a. The hearing panel meets in closed session to review the complaint and FAS guidelines, procedures, and playing rules.
 - b. The defendant (or his/her appointed representative) is permitted to sit in during all testimony and must remain silent during other's testimony.
 - c. The complainant (or his/her appointed representative) is permitted to sit in during all testimony provided the hearing panel has heard the complainant's testimony. In the event the complainant appoints a representative to sit in during testimony, the complainant forgoes his/her right to sit in during any testimony.
 - d. Testimony is heard from the complainant(s) and his/her witnesses.
 - e. Testimony is heard from defendant(s) and his/her witnesses.
 - f. The chair may recall witnesses from either side.
 - g. The hearing panel shall grant relevant questions or statements from the defendant/representative and the complainant/representative after initial testimony is complete.
 - h. After all testimony, the hearing panel will meet in closed session to determine a course of action.
 - i. Penalties shall be meted out in accordance with the Handbook of Guidelines and Procedures and playing Rules.
 - j. Each side will be advised in writing within 10 days of the conclusion of the hearing of all results.
- N) The defendant may appeal the hearing panel's course of action to the President (or if a conflict of interest exists, then the next officer in the chain of command without a conflict in the matter) who shall conduct a thorough review of the hearing including but not limited to a review of all findings and documentation of the originating complaint and resulting hearing committee investigation, listening to the taped recording of the actual hearing, and conversations with the hearing chair and each panel member. The Executive Committee must approve any appeal decision which changes the decision made by the hearing panel.
- O) Each side will be advised in writing within 10 days of the appeal result.

HUMAN RESOURCE POLICIES

Employee Selection

It is the policy of FAS that employees are recruited, hired, and assigned on the basis of merit without discrimination because of race, color, religion, sex, age, handicap, or national origin. The employment practices have been, and will continue to be, to ensure that all employees are treated equally; and that no distinctions are made in rates of pay, opportunities for advancement, upgrading, and promotion because of race, color, religion, sex, age, handicap, or national origin.

FAS wants to employ high-quality, capable personnel for each position. Therefore, each employee should have better-than-average qualifications. All employees are eligible for rehire unless terminated by FAS. Each employee will be presented with a job description which includes the purpose and scope of the position, the proper chain of

command, and duties and responsibilities for the position.

Hours of Operation

FAS will maintain daily office hours from 10:00 a.m. to 5:30 p.m. Telephone and customer service hours will be from noon to 5:00 p.m. daily. The office is expected to be staffed at all hours of operation. Employees will be allowed one-half hour for lunch. In the event the office must be vacated for a period of time, a note shall be left in a conspicuous place, as well as a message left on voice mail.

Supervision

The FAS Administrator will be the supervisor for the FAS office until December 1, 2013, at which time employee evaluations will be made by the Executive Committee to determine the supervision of the day-to-day operations of the office. The FAS Administrator reports directly to the President.

Part-time Employees

A part-time employee as defined by FAS is a permanent part-time hourly position working at the minimum a 40-hour pay period (at least 20 hours per week), as opposed to seasonal temporary employees. Part-time FAS employees are entitled to the same fringe benefits as full-time employees with payments being shared with the employee on a pro-rata basis with the exception of the automobile allowance, which will be granted at a full-time status. Part-time employees will receive a pro-rata share of holiday, annual, sick, and personal leave.

Seasonal Employees

A seasonal employee as defined by FAS is a part-time hourly position working as directed by the supervisor as the workload dictates. Seasonal employees are exempt from all holiday, leave, and fringe benefits (with the exception of the automobile allowance.)

FAS Personnel Involvement in Officer Elections

No paid FAS employee shall, by act of commission or omission, discourage any person from or encourage any person to run for a position on the FAS Executive Committee.

Human Resource Relations Policy

Our corporation recognizes that our most valuable resource is our employees and volunteers. Accordingly, we will always strive to create a working environment that fosters excellence, stresses the positive, and respects the basic rights of the individual.

- A) Equal Employment Opportunity. Company policy and government regulations forbid discrimination in recruiting, hiring, training, promotion and all other aspects of employment. FAS considers it essential to provide a work environment which is free of discrimination, harassment, and intimidation because of race, color, sex, age, religion, national origin or physical handicap. Employees or executive committee members are encouraged to bring to the president's attention any questions or concerns in this area.
- B) Employee or Executive Committee Member Complaints. It is the policy of FAS to provide a working environment in which an employee or executive committee members feel free to bring job-related complaints to the president's attention with confidence that the matter will be resolved fairly, objectively, and promptly. Employees or executive committee members are encouraged to bring any such matters to the attention of the president, orally or in writing, with no fear of retaliation. Employees should proceed only after briefing his or her supervisor first. A response to the concern should be made in a timely fashion.
- C) Quality of Work Life. FAS encourages our employees to find the proper balance between their personal and professional lives.
- D) Safe and Healthy Work Environment. The use or possession of illegal drugs or alcoholic beverages in our work place is detrimental to the safety and health of our employees, volunteers, and customers. Accordingly, the use or possession of such substances on company business or property is forbidden. Any employee who violates this regulation is subject to immediate termination.
- E) Participative Management. We believe the only dumb question is the one which is not asked. Employees are encouraged to share their ideas, suggestions and thoughts with any member of the Executive Committee.

Empowerment gives us all the right to ask "why" and ascertain if there is a better way to do the job.

- F) Constructive Feedback. Development of individual employees is critical to the continued success of our organization. Every employee should receive semiannual performance evaluations so as to provide each employee constructive feedback on his or her work, and the opportunity to improve those areas needing improvement.
- G) Job Satisfaction. The most productive and happiest employees are those who are satisfied with and challenged by their work. Accordingly, if any employee believes his or her current work assignment does not match their capabilities and needs, that employee is encouraged to discuss the situation with his or her supervisor to determine if an opportunity exists to enrich that work assignment.

LEGISLATIVE POLICY

FAS is not a political organization, does not support political candidates, and does not participate in political lobbying efforts. From time to time, members of the Executive Committee, Program Staff, and FAS participants will testify in front of the Fairfax County Board of Supervisors, our local governing body. We sign up as members of the public to address the collective body with prepared statements that seek to benefit our Corporation and the players that participate in our leagues.

MEETING POLICIES

Meeting Policy

It is the policy of FAS to:

- A) Hold Board of Director meetings at least quarterly.
- B) Cancel meetings that cannot be held as scheduled and only reschedule them to an alternative date with approval of the Board of Directors.
- C) Hold Executive Committee meetings at their discretion.
- D) Follow Robert's Rules of Order parliamentary procedure for all regular and special meetings.
- E) Open all regularly scheduled Board of Director meetings to FAS participants. Participants who are not members of the corporation may be excused at the presiding officer's discretion.
- F) Allow participants an opportunity to address the Board with prior permission from FAS.
- G) Prepare written agendas for regular FAS meetings to include:
 - a. Call to Order
 - b. Roll Call (ensure quorum)
 - c. Participants Opportunity to Address Board
 - d. Approval of Minutes
 - e. Treasurer's Report
 - f. Officer's Reports
 - g. Staff Reports
 - h. Committee Reports
 - i. Unfinished Business
 - j. New Business
 - k. Adjournment

Attendance Requirement Policy

Board of Directors: All Executive Officers, Directors, Committee Chairs, and League Coordinators are encouraged to attend all regular and special meetings of FAS, and each is expected to serve on at least one committee (standing or other). Failure of any Director to attend two consecutive regularly scheduled Board of Director meetings shall be considered cause for removal from office upon majority vote of the Board of Directors.

Officers: Failure of any Officer to attend two consecutive regularly scheduled executive committee meetings shall be considered cause for removal from office upon majority vote of the Board of Directors.

Election of Officers Policy

The Nominating Committee shall provide guidelines to the election process. In lieu of any guidelines, the standard format for the election of officers shall be a maximum 3-minute speech per nominee, in alphabetical order with incumbent going last; to be followed by a question and answer period at the conclusion of all speeches for that

position.

Voting for election of officers will take place by ballot, unless motioned by acclamation. Mail-in, walk-in, electronically transmitted, and faxed ballots are acceptable and must include the signature of the voter and a witness, and the date of the signatures. They must be received by the FAS office by close of business of the evening of the election and will be given to the nominating committee chair prior to the election. Board of Directors not attending at least fifty percent of the board meetings, beginning with the Annual Meeting where directors are elected, through and including the date of the meeting where officers are elected, will not be eligible to vote in the Election of Officers. It shall be the policy of FAS at its Officers Election meeting to vote in the following order for positions: President, First Vice President, Second Vice President, Treasurer, and Secretary. Prior to any voting, candidates for each position will be permitted time to address the board and answer questions. Candidates will not be privy to hearing their opponent's address to or question/answer session with the board.

It shall be the policy of FAS at its Officers Election meeting to record and announce all vote results.

Annual Rules Meeting Voting Eligibility

Board of Directors not attending at least fifty percent of the board meetings, beginning with the Annual Meeting where directors are elected, through and including the date of the meeting where new Rule Book proposals are considered, will not be eligible to vote on any proposed rule changes, amendments, or additions.

Annual Budget Meeting Voting Eligibility

Board of Directors not attending at least fifty percent of the board meetings, beginning with the Annual Meeting where directors are elected, through and including the date of the meeting where the annual budget is presented for approval, will not be eligible to vote on the proposed budget.

SCHEDULING POLICIES

Field Allocation Policy

It is the policy of FAS that no nighttime division shall be scheduled to play more than 25% of its regularly scheduled league games on an unlighted field.

FAS is required to submit requests for field space for each season's practices, games and tournaments to the Fairfax County Department of Neighborhood and Community Services who will allocate space. FAS staff must obtain tournament committee majority approval for any change to FAS allocated tournament space.

It is the policy of FAS that no games will be scheduled for play on Mother's Day Sunday and Father's Day Sunday prior to 6:00 p.m. Leagues that normally would be scheduled prior to 6:00 pm on those Sundays would play their scheduled games on the immediate previous Saturday.

Reschedule Game Policy

The FAS website includes a selection for reporting game results, umpire comments, and incident reports. Additionally, the website includes a selection to view division standings, schedules, game results, and rescheduled game information. Teams are expected to play games as scheduled. FAS staff reschedules games as necessary due to rainouts, field problems, team conflicts, etc. Rescheduled game information is posted on the FAS website. Postponed games are to be played as rescheduled and posted on the website. Once posted, games may be rescheduled using the following criteria:

- A) A regularly scheduled game may be rescheduled provided:
 - a. Both teams are in complete agreement to reschedule, and
 - b. A mutually agreeable rescheduled date and time are confirmed with FAS staff at least two full business days prior to the originally scheduled game.
- B) A postponed game that has rescheduled game information posted on the website may be rescheduled once again provided:

- a. Notice has been given by one of the team managers to FAS staff within one week of posting the rescheduled information that their team has a conflict, and
 - b. Both teams mutually agree on a rescheduled date and time, and confirmed by FAS staff at least two full business days prior to the originally rescheduled game.
 - c. In the event both teams cannot mutually agree on a rescheduling at least two full business days prior to the originally rescheduled game, the game schedule will stay as posted.
- C) A game which is being conceded by 5 p.m. on game day, or by 5 p.m. on Friday for a Saturday or Sunday game, will be rescheduled to a mutually agreeable date and time under rainout procedures, if it could not have been played as scheduled due to rain or field conditions.

Cancellation Policy

Two teams may agree to cancel their game(s) without penalty of forfeit, however waive any opportunity for game or umpire fee refunds as a result of the agreed mutual cancellation provided:

- A) FAS is notified not less than two (2) business days prior to scheduled game.
- B) The playing of their game in no way can affect the standings as they pertain to the awarding of division trophies or playoff tournament berths.

SECURITY/CONFIDENTIALITY POLICY

As FAS employees and Board of Directors, we are all respected members of an adult softball program with positions of trust and responsibility. As part of our responsibilities, we may have access to documents, files, and systems that contain confidential player, manager, team, and corporate information. We respect the confidential concerns of our company, players, managers, and teams. Because safeguarding this confidential information is everyone's job, all board and staff are required to read and adhere to this policy statement.

Players, Managers, and Teams

All players, managers, and teams must have their personal (e.g.: address, phone number, email, residency documentation) and financial information (e.g.: bank account, credit card account) handled with respect. FAS employees and Executive Committee members (ECM) may need access to player, manager, and team information to meet their needs. Sharing of this information may at times be appropriate in order to serve our players, managers, and teams. When staff and ECM access information it must be handled in a careful and confidential manner (e.g.: access files only on a need-to-know basis as necessary to fulfill the responsibility of the job, make sure computer screen information cannot be read by unauthorized parties, dispose of financial and personal information via the FAS paper shredder or appropriate measures.) When sensitive information is authorized by the FAS Administrator to leave the office (e.g. rosters for checking during tournaments), it must be returned to the FAS Administrator when the required task is complete.

Corporate Confidentiality

As FAS Board of Directors and employees, we may tell friends, acquaintances and others of the many good things about our organization and the benefits our program. However, information about our procedures, systems, or strategies is not public information and should not be shared with outside parties without proper authorization. It is as important for all of us to treat non-public information about FAS with as much respect as we do player, manager, and team information.

Computer Confidentiality

Because of the quantity and sensitivity of data available by computer, computer security is a critical concern at FAS. Employees are responsible for the protection and proper use of FAS information systems and resources. Access to corporate, player, manager, and team information stored in the computers is to be respected. Employees shall not write down computer passwords or share them with anyone. Computer terminals will not be left unattended, and screen savers will be used to avoid reading of unattended monitors. Computers will be shut down at the end of the day. Outside diskettes, CD-ROMs, or other electronic media files shall not be used on FAS systems without the permission of the FAS Administrator.

Vendor Confidentiality

Information concerning contracts with vendors who perform services for FAS will not be shared by FAS Staff and Board of Directors with outside parties without proper authorization.

Physical Security

The FAS office is expected to be staffed during the business hours (from 10:00-5:30 Monday-Friday with telephone and customer service hours from 12:00-5:00 Monday-Friday) and will be locked all other times unless for a scheduled evening meeting or hearing. If for any reason the office staff needs to vacate the office during business hours, the office will be locked and a sign posted with an estimated return time. The FAS Administrator and the FAS President will serve as emergency contacts in case the building security personnel receives a request for office entry outside of normal business hours.

Data Security

Data will be classified into the following categories: personnel, financial, rosters, hearings, minutes, and correspondence. Access to personnel data and financial data will be restricted to the FAS Administrator and FAS Executive Committee. Access to roster data will be restricted to the FAS staff. Hearing results, minutes, and correspondence will be accessible by all BOD members and FAS staff.

FAS will store the following in a secured and locked fireproof safe at the FAS office: Articles of Incorporation, Bylaws, Procedures Manual, and computer passwords and back-ups.