



SOFTBALL LEINSTER

Rules of Procedure

2025

These **Rules of Procedure** are set out in addition to the Softball Leinster Constitution and the SL Bye-Laws. The **Rules of Procedure** are intended to capture the procedures, roles and responsibilities of Softball Leinster outside the rules of play and constitutional requirements. The **Rules of Procedure** should be checked for accuracy and updated yearly.

Contents

A: Softball Leinster Executive	2
Communication	2
Google account	2
Whatsapp	3
B: Core Responsibilities of the SL Executive Committee	5
Chair	5
Secretary	5
Treasurer	5
Ordinary Members	6
C: Various Roles and Tasks of the SL Executive Committee	7
Ordinary Competitions/ League Fixtures	7
Tournaments/ Blitzes/ Extraordinary Competitions	8
Media and Communications	8
Umpire Coordinator	8
Forms and Statistics	9
Recruitment	9
Open Days and similar events	9
Development	10
Open Training	10
Pitcher Development	10
Captains'/coaches development	11
Miscellaneous duties	11
Enquiries	11
Rules and bye-laws	11
Equipment	11
SL End of Season Party	11
Membership of Softball Ireland Board	12

A: Softball Leinster Executive

As per Softball Leinster Constitution, the SL Executive (also called the SL Committee) consists of the Principal Officers (Chair, Secretary and Treasurer) and up to four Ordinary Members.

The SL Committee conducts business and communicates through SL Committee meetings as per constitution and also via a dedicated WhatsApp group.

*Communication*Google account

The SL Committee maintains shared access to a dedicated Google account. All members of the Committee have access to this account. All ordinary committee business shall be conducted through this account; exceptions may include such things as confidential matters. No personal business (that does not relate to Softball Leinster) should be conducted through this account. When there is a replacement of one, several or all individuals in the Committee, the Google account shall be shared with the new Committee, and the password changed so only the new Committee has access.

The Google account includes

1. an email **mailbox** which receives all mails directed to the following addresses:
 - a. info@softballleinster.ie
 - b. chair@softballleinster.ie
 - c. secretary@softballleinster.ie
 - d. treasurer@softballleinster.ie

All outgoing mails are sent with info@softballleinster.ie as the sender. The actual gmail address shall not be used or widely communicated in order to avoid confusion. No incoming mails to official Softball Leinster addresses shall be redirected to personal email addresses.

2. A Google drive **cloud storage** on which all matters pertaining to committee business are stored. These include but are not limited to material relating to:
 - a. Development activities
 - b. Pitches (e.g. DCC Parks and Pitches applications)
 - c. SL AGMs and EGMs (e.g. agenda, minutes incl. drafts, submissions, templates for attendance sheets, voting cards etc.)
 - d. Captains' meetings and Working Group meetings (e.g. agendas, minutes, presentations...)
 - e. SL Committee meetings (e.g. agendas, minutes)
 - f. Enquiries and disputes (e.g. correspondence)
 - g. SL Finances and Insurance matters (e.g. indemnity forms)
 - h. SL Official documents (e.g. draft, current and historic versions of constitution, bye-laws, policies...)
 - i. Information on membership (**registration data**) and fixtures (**lineups, umpire match reports...**) - resulting from the live forms
 - j. Information on teams/contacts for enquiries

- k. Information on season fixtures
- l. Assets owned by SL (information on equipment, trophies...)
- m. Website and social media (content items incl. drafts, photos...)
- n. Any other relevant material e.g. documents from Softball Ireland, WBSC...

The Committee shall endeavour to collect any and all material, current and historic, so that it may be handed over as comprehensively and efficiently as possible to any future committee.

3. Various features such as
 - a. **Google Meet** - which can be used for virtual committee meetings
 - b. **Google Forms** - which can be used for various purpose e.g. registering interest for events
4. Through the Google Account, the SL Committee also has access to the free online graphic software www.canva.com. This software can and should be used to create flyers, online graphics etc.

Whatsapp

Whatsapp is a central tool for the communication within Softball Leinster. The Committee shall set up and maintain the Whatsapp groups/channels listed below. This will include yearly updating of members (or as required), monitoring the chat for enquiries directed to the Committee, monitoring the chat for proper and sportsmanlike conduct, and using the appropriate channels to communicate relevant information. Further groups/channels may be set up as required.

If it is not possible to hand over administrator rights, new equivalent channels may have to be set up by an incoming committee.

The SL Whatsapp channels/groups include:

1. **Division Captains groups** - these shall be used to communicate regarding matters specific to the division, e.g. postponement of a match, or the fixture schedule. They shall also be used by the captains to communicate results to SL and to each other following games (home team captains should post results). The members of each Whatsapp group are the captains (and co-captains if so desired) of the respective divisions as well as all members of the Committee. The Committee should agree on who monitors each group, or all groups, in order to ensure efficient communication.
 - a. Prem Division captains
 - b. Division 1 captains
 - c. Division 2 captains
 - d. Division 3 captains
2. **Softball Leinster Announcements** - this reaches all members of the Division Captains Groups. It is a one-way channel where only administrators can post (only SL Committee members are administrators). This channel is used to share resources, information about upcoming events (whether from SL or clubs/teams) or other various information that ought to reach all captains. The primary responsibility for communicating information lies with the

Chair and/or Secretary but all committee members may post as necessary.

- a. It is prudent to phrase the information in such a way that it can also be forwarded by the captains to their teams directly.
3. **Softball Leinster News Channel** - this is an open channel that is open to members and non-members (as per Whatsapp functions). It should be treated in the same way as a social media account, i.e. focused on public communication. It should focus on sharing information directly interesting for members or potential new players, e.g. blitzes, Open Days, general league information and Softball News.
4. **Umpire groups** - All umpires and all Committee members are included in all of the following groups/channels, which are dedicated to various functional aspects of umpiring. The channels are maintained and monitored chiefly by the Umpire Coordinator (an SL Committee member); however, the Ordinary Competitions officer ought to use it to communicate any urgent changes to league fixtures, e.g. walkovers/ cancelled games/ change of venue.
 - a. *Results* - umpires should post match results here after each ordinary league match
 - b. *Assignments/Scheduling* - to share assignments calendar as available, as well as to discuss or request changes to scheduling (incl. notification of postponed or cancelled games, change of venue etc.)
 - c. *Rules/Bye-Laws* - provides a venue to discuss questions on rules, byelaws or the interpretation thereof.
 - d. *General chat* - for discussion of anything not covered above.
 - e. *Bats and Equipment* - for keeping visual records of disallowed bats and similar issues
 - f. *Announcements* - technically still exists as a one-way communication but mostly redundant
5. **SL Committee** - this is the venue for information and discussion among the SL Committee.
6. **Walkinstown Teams** - This group has been useful to reach all teams/clubs playing in Walkinstown Avenue Park (or Stannaway) for any matters pertaining to that venue (owned by DCC). In 2025, there are 8 teams using that venue.
7. **Pitching Clinics** - two groups exist to organise pitching clinics
 - a. SL Pitching Clinic - for organisers
 - b. 2024 Pitching Clinic - for participants (to be updated as needed)

B: Core Responsibilities of the SL Executive Committee*Chair*

The duties of the Chairperson include (but are not limited to):

1. Convene all Committee Meetings and General Meetings as set out in the Constitution of Softball Leinster.
2. Convene a meeting of the Committee within two weeks of any request from any Committee member.
3. Ensure that all the Committee business is efficiently and fairly conducted in accordance with the Constitution of Softball Leinster.
4. Report to the AGM on the activities of the Committee.
5. Ensure good governance.

Secretary

The duties of the Secretary include (but are not limited to):

1. Ensure that correct records are kept of the business of Softball Leinster.
2. Prepare the agenda for all Meetings.
3. Ensure that correct minutes are kept of the Committee and General Meetings.
 - a. Provide copies of such minutes on request of any member.
4. Conduct appropriate correspondence with other bodies.
5. Ensure that official documents of SL are up-to-date and the current version available to the members via website links, including
 - a. SL Constitution
 - b. SL Bye-Laws
 - c. Any other policy documents including but not limited to safeguarding policies, code of conduct, injury policies, inclusion policies...
6. Ensure that official documents pertaining to SL by Softball Ireland, WBSC and/or any other relevant umbrella organisation are available on the SL website through links, to be updated/maintained at least once a year.

Treasurer

The duties of the Treasurer include (but are not limited to):

1. Ensure that a record is kept of the paid-up membership (through teams and clubs).
2. Control the Association's funds in a prudent manner in accordance with the decisions of the Committee.
3. Ensure the proper maintenance of the Association's bank account.
4. Ensure the recording of transactions in sufficient detail to enable an audit.
5. Provide any records or information as required by the appointed auditors.
6. Supply the membership with a yearly financial report together with balance sheet, and income and expenditure accounts (for detailed procedures please see SL Constitution

regarding the AGM).

7. Reimburse from Association funds any reasonable expenses of members in the conduct of Council business.
8. Set up/ maintain software tools/ subscriptions required for the financial functioning of the Association as needed.

Ordinary Members

The Ordinary Members do not have pre-set roles but their roles and responsibilities ought to be discussed in the first SL Executive Committee meeting following their election, selecting from the roles and tasks below or developing new roles and responsibilities as required - to be agreed among the Executive Committee.

C: Various Roles and Tasks of the SL Executive Committee

The roles and tasks below may be fulfilled by the Principal Officers, by Ordinary Members, or also by members of the association co-opted into such collaboration. Further roles and tasks may be identified or arise.

Ordinary Competitions/ League Fixtures

Ordinary competitions are the weekly league matches played in the various divisions of Softball Leinster.

The duties related to this include:

1. Organise **permission to use public parks** and pitches with Dublin City Council for all teams that request the use of a public pitch in the DCC area.
 - a. Permission to use pitches has to be discussed and negotiated with DCC Parks and Pitches offices in advance of the season. The application needs to be submitted in mid-December.
 - b. Communication with DCC Parks and Pitches has to be maintained throughout the season in case of pitches not being available due to weather, booking clashes with other sports teams, repair work in the parks, or any other circumstances that will affect the playing of the SL league fixtures.
2. Organise **league fixture calendar**
 - a. Create the league fixture calendar prior to commencement of the regular season.
 - i. The season commences after the Brian Walshe Cup (start of season blitz) and generally runs to the end of August.
 - ii. There should be a bye-week in July during the European Slowpitch Softball Championships to allow players to participate in that competition, and another (potentially) in early August to allow for make-up games.
 1. For Division 3, playing Mondays, who typically send fewer or no players to international competitions, it may be a better solution to schedule no games on Bank Holidays, and otherwise forego the bye-weeks.
 - iii. Divisions typically have a maximum of 8 teams.
 - iv. This results in a 14-week season. In Divisions with fewer teams, the calendar is adjusted accordingly.
 - v. There may or may not be play-off games following
 - b. Populate the Softball Leinster website with the league fixtures prior to commencement of league.
 - c. Ensure all postponed fixtures are rescheduled in accordance with the Bye-Laws.
 - d. Communicate any changes to the schedule to the division captains and umpires.
 - e. Communicate any walkovers to the umpires in a timely manner to avoid unnecessary travel by the umpire.
 - f. Tabulate any “play-off”/second rounds and communicate to captains and umpires in a timely manner.

3. **Record results** of league fixtures on the Softball Leinster website in a timely manner (within 48 hours of the fixture).
4. Maintain/ update **teams information**/ logos on SL website (in cooperation with Media Officer and Secretary)
5. Ensure the set-up and maintenance of **online forms** relating to fixtures, i.e. line-up form, match report, in cooperation with the Forms and Statistics officer.

Tournaments/ Blitzes/ Extraordinary Competitions

Softball Leinster occasionally organises extraordinary competitions or tournaments/blitzes. This includes the **SL All Star Game**. Further events may also occur. Not included here are Open Days or similar outreach/ development activities.

Duties related to this include:

1. Organisation of all aspects of the Association's branded **tournaments** throughout the season
 - a. Secure a venue
 - b. Issue notification/ invitation to teams as necessary
 - c. Organise umpires as needed in cooperation with the Umpire Coordinator
 - d. Organise equipment as needed (i.e. bases etc. - in cooperation with teams/clubs)
2. Liaise with teams who wish to organise tournaments in the Leinster region if and as necessary.

Media and Communications

The duties of the Media and Communications Officer include (but are not limited to):

1. Create/ organise **content** for the SL website, e.g. for news or other content-rich areas.
2. Collaborate with the Ordinary Competitions Officer and Secretary to maintain **teams' information** on SL website.
3. Manage and update **social media platforms** regularly (weekly) during the regular season.
4. Manage and update social media platforms during the off-season.
5. **Promote** the Association and teams/clubs positively using all media platforms (e.g. internet, social media, press etc.).
6. Liaise with teams/clubs on (social) media and communication **best practices**. This may include organising training sessions, providing tools, templates, guidance etc.
7. Create and/ or manage **audio-visual content** such as photos, videos, flyers etc. as required.

Umpire Coordinator

The duties of the Umpire Coordinator include (but are not limited to):

1. Ensure organisation of umpires to cover all **league fixtures**.
2. Ensure organisation of umpires to cover all Softball Leinster branded **tournaments**.
3. Ensure adequate **training** of all umpires in the Leinster region.
4. Promote the **development** of umpiring in the Leinster region.
5. Provide umpires with adequate **resources** (including rules, link to match report forms etc.) through the website and/or whatsapp as necessary.
6. Maintain **communication** with umpires on league fixtures, questions on rules and regulations, or any other concerns, questions and suggestions as they arise during the season.

Forms and Statistics

1. Set up and maintain **SL forms** (currently via JotForm) and resulting lists
 - a. Player registration
 - b. Match report
 - c. Lineup form
2. **Update registration list** as necessary in the event of transfers or other changes.
 - a. Transfers need to be requested to Softball Leinster in writing (via email) to ensure compliance with the SL Bye-Laws.
3. Compile monthly **statistics** on registrations (incl. gender breakdown...), lineups (incl. exemptions...), player attrition etc.
4. Compile **final season statistics** for the AGM and the Captains' Meeting.

Recruitment

Recruitment refers to bringing players into the league that have not played with Softball Leinster before. This may include players of all levels of skills.

Open Days and similar events

This is predominantly for Open Days activities in Leinster. Collaboration with Softball Ireland for superregional Open Days may also occur.

Open Days may only be aimed towards adults (18+). Requests for lower age groups must be forwarded to Fastpitch Softball.

Responsibilities related to this include:

1. Organise **Softball Leinster Open Days**
 - a. Book a venue
 - b. Organise equipment (SL stock plus collaboration with teams/clubs)

- c. Organise people to help run the day from various teams/clubs
 - d. Promoting the day via the website, social media etc. (in collaboration with SL Media Officer)
 - i. In advance and afterwards to capture it
 - e. Capture contact details from interested people and funnel to suitable teams/clubs
2. Support **team/club Open Days**
- a. Advise on what is required for an open day (venue, equipment, people)
 - b. Support with organising equipment
 - c. Support with organising helpers
 - d. Promote the open day via SL website, social media (in collaboration with SL Media Officer)
 - i. In advance and afterwards to capture it
3. Organise Open Day events in **collaboration with other entities**
- a. Liaise with an organiser from the other entity (e.g. company, city council, region...) to discuss venue, time etc.
 - b. Organise equipment and helpers
 - c. Promote the day via appropriate channels (in collaboration with SL Media Officer)
 - i. In advance and afterwards to capture it
 - d. Capture contact details from interested people and funnel to suitable teams/clubs (as appropriate)

Other recruitment activities

- E.g. building relationships with other organisations e.g. other sports for their off-season

Development

Development refers to the building up of skills and knowledge of players already registered with Softball Leinster. It may include the general training of players, especially those new to the sport, or the specific upskilling in certain areas such as pitching, or also coaching/captaining. Not included here is umpire training, which falls under the remit of the Umpire Coordinator.

Open Training

Open Training days across teams/clubs can be helpful to foster player development. Duties here include:

1. Develop a **schedule** of open training days in collaboration with interested teams/clubs (this may include the Slowpitch National Team)
2. Organise a **venue**

3. Organise **equipment** in collaboration with interested teams/clubs
4. Organise **helpers/coaches** to run the sessions
5. Promote via appropriate channels

Pitcher Development

As a specialised position, the development of pitchers is important and should be taken as a league-wide responsibility in order to keep teams viable. Duties here include:

1. Organising pitching clinics (venue, coaches, equipment; promotion)
2. (Possibly) maintain a pitchers' group?

Captains'/coaches development

In order to foster the sport, it would be good to ensure the passing on of skills. Duties here might include:

1. Organise sessions on rules and bye-laws
2. Organise sessions best practice for captains (e.g. regarding injuries)
3. Organise sessions on how to run a training session

Other development activities

- E.g. rules training for novice players

Miscellaneous duties

These duties may be fulfilled by one or more members of the Executive.

Enquiries

1. Answering enquiries from the public about joining teams (received via email)
 - a. Enquiries by interested persons should be answered promptly, and should include all clubs in the interested person's catchment area that may suit their level of experience.
2. Answering other enquiries via email

Rules and bye-laws

1. Drafting bye-laws
2. Answering queries from captains or other members about bye-laws
3. Dealing with rules disputes

Equipment

SL owns some equipment and other assets, mostly stored in the container in Saint Anne's (which is currently one of the assets). Duties related to this are:

1. Maintain a record of equipment owned and in what state it is (e.g. bases, training balls; also promotional material such as banners)
2. Keep the key for the container in Saint Anne's or any other storage facility.

SL End of Season Party

Softball Leinster typically ends the season with a party at which the division champions and MVPs are honoured. Duties related to this include:

1. Organise a venue
2. Organise once-off medals for each player on a winning team
3. Organise the return/handover of perennial division trophies
4. Organise any other activities or entertainment for the evening.

Membership of Softball Ireland Board

The Board of Softball Ireland reserves one place for a representative of the SL Executive Committee. The role is typically, but not necessarily, fulfilled by one of the Principal Officers.

The role comprises such things as:

1. Attending SI Board Meetings
2. Reporting to the SI Board on matters pertaining to Softball Leinster
3. Representing the interests of Softball Leinster and its members in the SI Board
4. Providing the SI Executive with information/statistics relevant to running SI, e.g. member statistics
5. Providing relevant communication from SI back to the SL Committee and the SL members