

## Commissioner Guidelines

### Introduction

The purpose of the document is keep leagues play and experience for Managers and plays consistent across leagues.

To give new commissioners guidelines that will help them to meet expectations of board and experienced managers to run the league, and players in a league. Specifically:

1. **Draft**
2. **Adding new players to teams**
3. **Schedule**
4. **League rules exceptions**
5. **Cancelling games**
6. **Pay to play for Draft leagues**

### Draft

1. **Mandatory** Only managers and their assistants can attend a draft meeting. The Commissioner runs the meeting but can only answer questions about players
2. **Mandatory** Only the manager and their assistant can pick players in draft
3. The number of players should be no less than 13 per team
4. Create draft list
  - a. Based upon last year's league players
  - b. Ask Managers to confirm prior players on their team want to play
  - c. Ask Commissioner of the younger age group if they are eligible to play in your league.
  - d. Call new players in draft league that must play for any manager that drafted them
5. Draft list should be given to managers a week before draft
6. Any changes should be minimized before the draft.
7. Go over notes and questions of players from the draft list
8. Pick draft order out of the hat day of the draft
9. For un-even amount of players per team, picks are done by picking out of the hat and not draft order. For example, if there are 3 players left in a 5 team league. Managers choose the order of picking out of a hat.  
The name of the 3 players are written and 2 blanks are put in a hat
10. **Mandatory** Trades **MUST** be completed at the end of the draft picks and before the meeting is over. Ask managers to stay until trades are completed
11. **Mandatory** If a player refuses to play on a team they cannot play on any other team for the rest of the year in that league

### Adding new players to teams

1. **Mandatory** Draft leagues cannot add any players until second session.
2. Teams with 11 players or less is eligible to add players with the following conditions:
  - a. **Mandatory** Manager notifies Commissioner he is dropping a player from the roster
  - b. **Mandatory** Commissioner calls player to confirm why the player is dropping out.
  - c. **Mandatory** Player is dropped from the roster and not allowed to play the rest of the season
3. Adding players to teams is the same process used in rule 9 for un-even amount of players.
4. **Mandatory** Update team roster with players dropped and added on website

### Schedule

1. **Mandatory** Create schedules based upon website templates for the number of teams
2. **Mandatory** Modify schedule to eliminate holidays
3. Games that are cancelled are added at the bottom of the original schedule as make up games
4. Modify schedule for major tournaments that effects teams that will forfeit with less than 8 players in playoffs

### League rule exceptions

1. **Mandatory** All rules for each league is based upon rules in Senior Softball USSA rules.
2. **Mandatory** The board can add or modify rules for safety of players
3. Managers can agree to add or modify rules specific to the league
4. **Mandatory** All rules must be written on the website
5. **Mandatory** League Umpires must be notified of rule changes

### Cancelling games

1. **Mandatory** First sight of lightning
2. **Mandatory** Umpire calls game because of field or weather conditions
3. **Mandatory** Games cannot be cancelled before 3:00pm game day based upon field conditions
4. **Mandatory** Games must be determined not later than 4:00pm based upon field conditions
5. **Mandatory** All players, managers and umpire must be notified if games are cancelled
6. Use website to notify players via text

### Pay for play for draft leagues

1. **Mandatory** Membership fee is determined by the board for the league
2. **Mandatory** No player can play on the field until they pay their membership fee
3. Commissioner and their assistant collect membership fee
4. Managers are not responsible to collect money for players, but are advised to remind their players, they cannot be on the field until the membership dues are paid
5. **Mandatory** Players added in a season must pay regardless of point in the schedule and cannot play on the field until they pay their membership fee
6. **Mandatory** Teams that are sponsored must pay membership fee for each player by the first game. A sponsored team may make arrangements with players if a fixed amount is given for a season. The Commissioner and their assistant will not collect partial membership fees