

# **Operations Guide**

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## **SECTION 1 INTRODUCTION**

This document is the Operations Guide for the Goddard Slow Pitch Softball Association (GSPSA).

### ***1.1 Scope of the Document***

This document captures the details of the GSPSA Executive Committee (EC) purchase process, the wages paid to various positions, and the process for setting up the summer softball tournaments. Additionally, it captures any procedures that are needed to support the functioning of the league and/or the facility. The intent of this document is to eliminate any single-point failures within the EC, as well as reduce the time EC members spend explaining processes and procedures to one another.

### ***1.2 Process for Updating this Document***

The GSPSA Operations Guide can be updated at any time throughout the year. EC members will review the updates, but the actual document changes need not be approved by vote. This is because the actual policies that drive the operations will have already been approved by the EC. Rather, changes to this document shall be accepted by consensus among the reviewers.

## **SECTION 2 LEAGUE PURCHASES**

The purchases required to allow the GSPSA to operate are documented below. The expenditure limit and approval process are documented in the Constitution and/or Policy Book.

### **2.1 *Balls and Rulebooks***

The balls are purchased from Anaconda Sports Inc. The Sales Representative is Greg Cherny and can be reached at 1-888-914-6319 x186

The ASA Rulebooks are purchased through Jack Mowatt via email to commissioner@mddcasa.org.

### **2.2 *Bases and Field Equipment***

All bases and field equipment have been purchased from Beacon Athletics (<http://beaconathletics.com>). The bases that we use are Hollywood Impact bases. You can purchase these separate or in sets. We usually purchase sets since they are more cost effective. The purchasing process is to call them with our order and have them bill us. The phone number is 1-800-747-5985 and our Customer # is B20769. Anaconda Sports Inc also sells these and we have purchased bases from them through Greg Cherny as well.

### **2.3 *Dirt and Marking Lime***

John Anders has the contact information for "Ball Diamond Mix".

The lime that we use to line the fields is just general-purpose marking lime purchased from Newsom Seed of Fulton, MD and can be reached at 240-554-0366 or 1-800-553-2719. These transactions are COD. So, when the delivery is going to be made, a check must be given to the driver.

### **2.4 *Toilets***

Sanijohn provides the port-a-potties that we use at the softball fields. We rent 3 deluxe potties per month for March, April, September and October. Typically, an additional deluxe potty is added for May through August for a total of 4. Weekly flushing is included in the rental price.

To have additional potties delivered, call 301-937-4686 or 1-800-348-1578. Our account # is 5579.

## **2.5 Pest Control**

Pest control is the duty of the Concession Manager and/or the Director of Facilities. The current pest service contract is with Regional Pest Management, Inc to treat the facilities (Garages & Concession Stand). The company address is 4333 Washington Blvd., Halethorpe, MD 21227. Our contract is annual. The phone # is 410-737-0940. The service technician usually calls the day before to schedule the service. This is usually the first or second week of the month.

## **2.6 Trash**

We currently rent an 8 cubic-yard container from Goode Companies, Inc. from mid-March thru early to mid-November. This rental agreement includes once-a-week pickup on Wednesday. The contact is Sam Evans and his phone # is 240-876-5542.

## **2.7 Beer**

The purchase of Beer is controlled by the Concession Manager. The current distributor that we deal with is Buck Distributing. The process for this is COD which eliminates any billing surprises. The current salesman is Bill Boxwell and can be reached at 240-687-6688.

## **2.8 Phone**

Currently there is only a GSFC phone (301-286-7120) inside the Shack. There is also an Emergency Phone between the Shack and the Garage that rings GSFC Security directly.

## **2.9 Food**

The Concession Manager controls all food purchases during the season.

## **2.10 Concession Supplies**

The Concession Manager controls all operational supply purchases during the season.

## **2.11 Awards**

Purchases of Awards are controlled by the Director of Activities. The current distributor is Trippe Sports. The POC is Gary Stewart. You can reach Gary at 301-526-5681 (cell) or 301-350-6550 (W) or [gstewart@trippesports.com](mailto:gstewart@trippesports.com).

If the awards also require artwork, this is controlled by a sub-contractor to Trippe Sports. The POC is Shelley Sendaydiego and her email is shelly82068.aol.com. To coordinate artwork, please provide Shelley with the specifics including desired colors. For examples of logos used by GSPSA in the past, refer to the GSPSA website (<http://gsfcsoftball.org/>).

### **2.12 Mail Box**

The GSPSA rents a Post Office Box at the Glen Dale Post Office. We are billed annually for this box. The address is P.O. Box 2, Glen Dale, MD 20769-0002.

### **2.13 Miscellaneous Purchases**

Miscellaneous purchases will be handled as they arise by the Executive Committee.

## **SECTION 3 WAGE STRUCTURES**

The sections below document the current wages that the GSPSA pays.

### **3.1 Umpires**

The compensation for each game is \$25 per umpire. Umpires will be paid for completed games only. There will be no compensation for games called on account of weather until that game is considered “official” according to ASA rules.

### **3.2 Concession Stand Workers**

The Concession stand manager will be paid \$50 per day that the Concession Stand is open during the GSPSA Season. All workers will receive \$8 per hour including the Concession Manager if those hours are for working the shack and not Manager duties.

### **3.3 Field Worker**

The field worker will be paid a weekly salary starting one (1) week prior to the start of the season and one (1) week after the conclusion of the season. Also, two (2) week’s salary will be dedicated to the Fall League. This salary is in addition to the Summer Leagues. The salary will be based on the number of unique teams in the GSPSA Summer Leagues. The salary will be \$15.00 per team rounded up to the next increment of \$10. For example, 21 teams \* \$15 = \$315 rounded up = \$320 per week salary.

### **3.4 Tournament Director**

The Tournament Director will be paid \$300 salary plus \$12.50 per team per tournament.

## **SECTION 4 PLANNING AND RUNNING A TOURNAMENT**

(TBD –Possibly change this to Outside Facility Usage which could include running a Tournament)

## SECTION 5 FACILITY STARTUP

There are several things that must be done to open the facility up for the season. Some of these activities can be performed at the pre-season work parties.

### 5.1 Turning On the Water Supply

Turning on the water should be the first thing done at the facility. This procedure requires the Commissioner of Facilities and one other person. The procedure is:

1. Close the faucets behind the backstops on Fields #2, 3, and 4 if they are open.
2. Outside the back door to the garage there is the main feed as shown in diagram 5.1 below. Valve #2 supplies water down range to Fields #2, 3, and 4. If this valve is closed, open it and make sure that there are no leaks.
3. Close Valve #3 if it is open since that is a relief valve to allow water to drain if Valve #1 is closed.
4. Close the faucets inside the beer shed at the sink and the front faucet between the Beer tapper and the table in the front if they are open.
5. Close the faucet at the end of the garage and the relief valve inside the garage on the pipe.
6. Open Valve #4. Test that the water flows by opening the faucet closed in step #5 above.
7. Open valve #1 if it is not already open.
8. Open the valve under the electrical panel just inside the door of the beer shed if it is closed. Closed is perpendicular to the pipe. Open is parallel to the pipe.
9. Turn on the hot water heater if it is off. There is a breaker in the electric panel.
10. Check for any leaks.

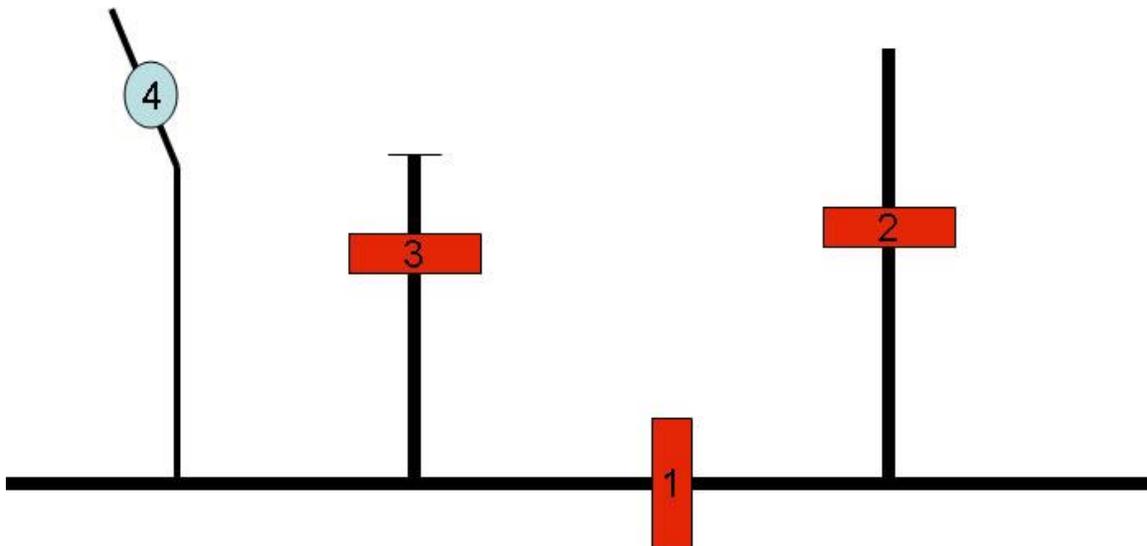


Figure 5.1 Water Valves

## **5.2 Moving the Picnic Tables from Storage**

The picnic tables need to be moved from the cement pad in front of the League Standings bulletin board to the desired locations. If there are any tables in need of repair, these should be set aside in a designated location until they are repaired. The Commissioner of Grounds is responsible for scheduling and performing this task.

## **5.3 Putting up the Home-Run Net on Field #1**

This activity assumes that any needed repairs to the net have been completed. Items that may need to be purchased are new clasps and large cable ties.

The Home-Run net is stored as 4 pieces, there is 1 piece in each of the 2 silver “coffins” just inside the left garage door while facing the garage. The other 2 pieces of the net are stored elsewhere at the fields. The Commissioner of Grounds knows these locations. Bring the top “coffin” out of the garage and sit it on the ground. Open the lid and remove the net. A screwdriver and or pliers should be handy in order to open the lid. Place the net on the road and unroll it. The net is folded with the corners latched together by the spring hooks. Find each end, unhook the ends and stretch the net out on the road. Once the net is all stretched out, it can be moved to the poles.

**NOTE:** The net goes between the Outfield fence and the poles.

Repeat the above procedure for each piece of net.

There are 5 cranks in the garage for each of the 5 poles. Therefore, at least 5 people are required to perform this activity. Each person on a crank should work with the person next to him to hoist the net in a coordinated manner. If there are more than 5 people available for this activity, the additional people can position themselves between the poles to keep the net from snagging on the fence. When putting up the net, spring hooks need to hold the net to the cable on the pole. The hooks should be placed at regular intervals. The people that are on the inner poles (#2, #3, #4) should clasp both nets together with a spring hook at each interval so that the net does not contain any large holes.

Once the net is up, return the 5 cranks to the garage. Close the 2 silver coffins and have 2 guys return each coffin to the trailer where these are stored.

## **5.4 Concession Stand Startup**

The Concession Manager or the Commissioner of Facilities need to supply any beneficial information here.

## **5.5 Starting Seasonal Services**

The Treasurer is responsible for re-establishing any Seasonal contracts that the GSPSA enters into. These are usually the Trash and Port-A-Potty contracts.

## SECTION 6 FACILITY SHUTDOWN

At the conclusion of the Fall League, there are several things that must be done to shut the facility down for the winter. The Commissioners of Facilities and Grounds should schedule and coordinate these tasks.

### **6.1 *Storing the Picnic Tables and Trash Cans***

The picnic tables need to be stored on the cement pad in front of the League Standings bulletin board. The tables are stacked in rows of two high. The top table is turned upside down so that the table tops are touching. During this activity, everyone involved should note if there are any tables in need of repair.

The trash cans should be gathered, emptied into the dumpster (if needed), and rinsed before storing these in the garage for the winter. The cans can be stacked as long as they are dry.

### **6.2 *Taking down and storing the Home-Run Net on Field #1***

The Home-Run net should be taken down as soon as possible after the season. Before taking the net down, it should be dry. This means that there should be a sufficient number of dry days before this activity is undertaken. The suggestion is at least 2 dry days.

The nets are stored as 4 separate pieces. Two of these can be stored in the 2 silver "coffins". These "coffins" are stored in the trailer. The first thing to do is to have 2 guys bring each coffin to the front of the upper garage near Field #1.

There are 5 cranks in the garage for each of the 5 poles. Therefore, at least 5 people are required to perform this activity. Each person on a crank should work with the person next to him to bring the net down in a coordinated manner. If there are more than 5 people available for this activity, the additional people can position themselves between the poles to keep the net from snagging on the fence. When bringing the net down, there are spring clamps that hold the net to the wire on the pole. These clasps should be removed while taking the net down. The people that are on the middle poles (#2, #3, #4) should detach the 2 nets from each other in addition to removing the clamps.

**NOTE:** Only the clamps that hold the net to the wire should be removed as the net is being taken down.

Once the net is down and off the poles, it should be moved onto the road so that it can be made ready for storage. The procedure is to take the corners of each net and fold the net so that the corners are together. Connect the spring clamps of each end together. Continue to fold the net until its width will fit into one of the silver coffins. Once that is achieved, the net is rolled as tight as possible from one end to the other. Once the net is completely rolled, put it into the coffin. The final trick is to close and latch the lid of the coffin. A screwdriver and or pliers should be handy for this.

Once the nets are in the silver coffins, they should be placed on top of each other just inside the left garage door while facing the garage.

The other 2 pieces of the net are stored elsewhere at the fields. The Commissioner of Grounds knows these locations.

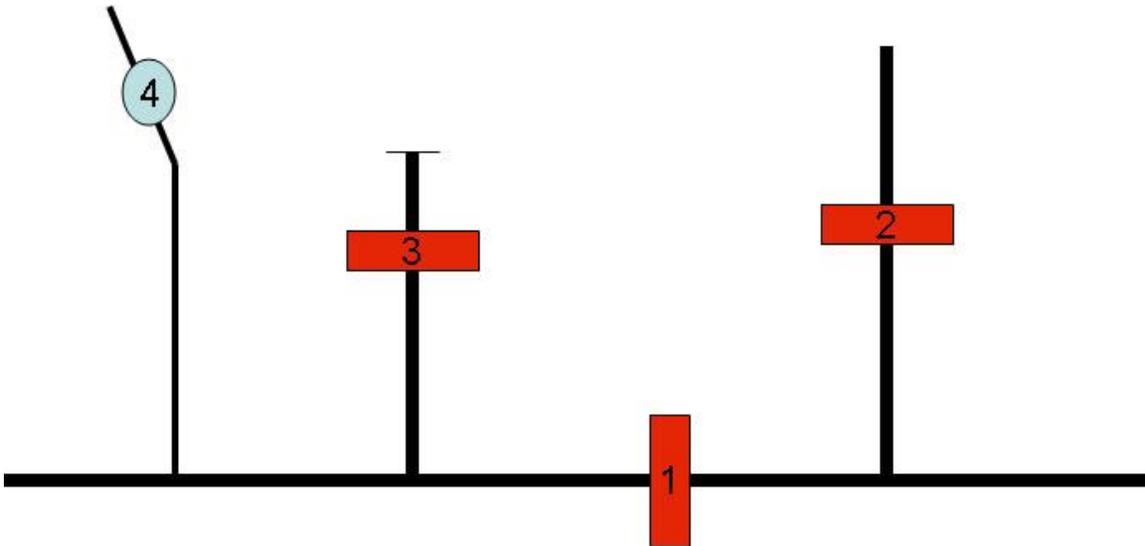
### **6.3 Concession Stand Shutdown**

Then Concession Manager or the Commissioner of Facilities need to supply any beneficial information here.

### **6.4 Turning Off the Water Supply**

Turning off the water should be the last thing done at the facility. This procedure requires the Concession Manager or Commissioner of Facilities and one other person. The procedure is:

1. If desired, turn off the hot water heater. There is a breaker in the electric panel.
2. If Step 1 was performed above, close the valve leading to the kitchen just inside the door of the beer shed under the electrical panel. Perpendicular to the pipe is closed.
3. Outside the back door to the garage there is the main feed which needs to be shut off. It is under the steel plate next to the side door. There are 3 valves in the hole as shown in diagram 6.4 below. If the water to the Concession Stand is to be turned off, close valve #1.
4. Also, there is a round valve (#4) that needs to be closed. Make sure this is closed as tight as possible.
5. Open the faucet at the end of the garage and the relief valve on the pipe inside the garage to let the water drain from the pipe.
6. If Step #2 was performed above, open the faucets inside the beer shed at the sink and the front faucet between the Beer tapper and the table in the front.
7. Back outside there is an underground valve again under the steel plate that can be opened that will back drain the water from the beer shed. This is valve #3.
8. If water is to be shut off down range, close valve #2. This valve supplies water down range to Fields #2, 3, and 4 and beyond.
9. If Step #8 was performed, open the faucets behind the backstops on Fields #2, 3, and 4.



**Figure 6.4 Water Valves**

### **6.5 Canceling Seasonal Services**

The Treasurer is responsible for canceling any Seasonal contracts that the GSPSA enters into. These are usually the Trash and Port-A-Potty contracts.

### **6.6 Field Tarp Storage**

The Commissioner of Grounds coordinates with the Director of Activities to determine a date at which the tarps can be stored.

The Commissioner of Grounds will schedule a work party to provide this support. Each tarp, there are 5 tarps in total, needs to be laid out to dry. The tarps need to be anchored using the “tarp stakes” in order to prevent them from blowing away. Another work party will be scheduled to remove the stakes and fold the tarps for storage. The place for storage of these tarps will be identified by the Commissioner of Grounds.

## **SECTION 7 MISCELLANEOUS**

This section documents any general items or lessons learned topics that should be known to the EC Members.

### **7.1 *Shutting off the Tractor***

The tractor does not turn off by just turning the key to the off position. Therefore, to shut the tractor off, you must put it into gear and stall the engine.

### **7.2 *Hooking things to the Tractor***

This section contains the instructions on how to hook certain tools to the tractor.

#### 7.2.1 Rake

#### 7.2.2 Blade

#### 7.2.3 Woods Mower

#### 7.2.4 Drag

#### 7.2.5 Trailer

### **7.3 *Tractor Maintenance***

There is maintenance that needs to be done annually on the tractor. This service is currently scheduled with Atlantic Tractor in Davidsonville, MD. The service technician comes out to the fields to perform this work. The GSPSA is billed for this annual service.

### **7.4 *Zero-turn mower Maintenance***

There is maintenance that needs to be done to this mower at least once every month that this mower is used. This maintenance is performed by the Field Worker and includes:

1. Changing the oil.
2. Grease all the fittings
3. Replace the blades with newly sharpened blades.
4. Get old blades sharpened.

## SECTION 8 WEBSITE OPERATIONS

### **8.1 Website Provider**

The website hosting is provided by ZinZang Studio, LLC. We are billed annually for this service.

The website contains an administration page that is segmented into 4 functional areas: Admin, Commissioner, EC Member and User. The functions and responsible EC Member are detailed below.

NOTE: The Admin page displays these functions based upon the privileges that a website user possesses. For example, a Team Captain normally does not have any special privileges. Thus, he would only see the User functions when displaying the Administration page.

### **8.2 Setting up the website for a New Season**

The website curator or his designee is responsible for performing this function.

#### **8.2.1 Login to the Website Control Panel site.**

The URL is <http://wcp.zinzangstudio.com>. The username and password will be provided on an as needed basis

#### **8.2.2 Open the Database function**

Select "MySQL" from the Database section of the main page.

#### **8.2.3 Create a New database**

Create a new database for the upcoming season using the following data:

- Database name = "gpspsa<seasonYear>". E.g., gpspsa2014.
- Username = the one entered in Step 8.2.1 above.
- Password = the one entered in Step 8.2.1 above.
- ColdFusion Data Source – Check this box and provide the name "Softball<seasonYear>". E.g. Softball2014.

This creates an empty database

#### **8.2.4 Edit last season's database**

Select "phpAdmin" from the Database section of the main page and login to last season's database.

#### **8.2.5 Export tables**

Select the database in the left column and then click the "Export" button. Specify a file name to export the entire contents of the database and click the "Go" button at the bottom of the page.

### 8.2.6 Edit the exported file

Using your favorite text editor, edit the file that you exported in Step 8.2.5 above.

- Remove all the season specific data
- Change all Auto\_Increment instances to 1 except for those tables whose data you will import into the new database
- Save the changes

### 8.2.7 Import the file into the new Season's Database

From the main page of the Website Control Panel, select "myPHPAdmin" from the Database section.

- Login to the new season's database.
- Select the database in the left column and click the "Import" button.
- Specify the name of the file edited in Step 8.2.6 and click the "Go" button at the bottom of the page.
- If any errors occur, you will need to verify and correct them before moving on to the next step.

### 8.2.8 Create a directory for the new Season

From the main page of the Website Control Panel, select "File Manager" from the Files section.

Open the wwwroot directory and create a directory for the new season. (E.g. 2014)

### 8.2.9 Copy last season's files

- Open last season's directory and select all the files and folders.
- Open the new season's directory and paste the files into that directory.

NOTE: This function may be different depending upon what File Manager editor you use. The result of this step is to have a copy of the files in the new season's directory.

### 8.2.10 Update the files in the new season's directory

- Remove all files under the Files, Tournament and Rules directories.
- Edit each file in the new season's directory to change from last season's ColdFusion DataSource to the DataSource you created in Step 8.2.3 above.

#### 8.2.11 Update the Admin Files

In order to have the Admin functions reference the new season's database, several files need to be changed to point to this database.

NOTE: Do not change these files until you want the new season to go "live" because the functions described in the sections below utilize the current season's database.

- Update the index.cfm file to point to the new season's files.
- Add the old season to the history.cfm file.

#### 8.2.12 Verify the changes work

In order to verify that the website is functioning properly with the new season added in the above steps, traverse the website making sure that all the links work and put you on the proper page. If a page does not, you will need to modify that page.

### **8.3 Admin Functions**

The website curator or his designee is responsible for performing these functions.

#### 8.3.1 League and Team Editor

This function provides the ability to create, edit or delete Leagues and Teams within the Leagues defined by the GSPSA. At the beginning of the season, this editor is used to place teams that have registered in the appropriate League. Each team must be placed into a League prior to any Team editing (i.e., Roster Changes) can occur.

#### 8.3.2 Season Date Editor

This function is used to control the GSPSA Home Page display as well as the Team Roster editing function. This function provides the Season Start and End Dates which include the Summer and Fall Seasons. Also, the Last Day to add players for the Summer and Fall Leagues can also be specified.

#### 8.3.3 Transfer Teams from planning

This function is used to transfer Teams that have submitted Franchise Requests to their respective league. After the League Structure is determined by the Executive Committee, the web curator should use this function to populate the Leagues with the appropriate teams.

#### 8.3.4 Transfer Rosters

Once the Teams have been transferred to their respective League, this function can be used to populate a team's roster. The roster from any previous season can be transferred as long as the ColdFusion data source defined for that season is specified. Also, multiple rosters can be transferred. Only unique players will be

transferred. Thus, if you are transferring 2 rosters into the roster for a single team, a player that is on both rosters will only be transferred with the first roster. Also, this is the only way that a team's roster can exceed 25 players. It is the responsibility of the person that validates rosters to make sure that the roster only has 25 players before the season starts.

#### 8.3.5 View Team Info Submitted

This provides the Admin with a view-only page of the Franchise Requests submitted. The top portion shows the teams that have been transferred to a League (Section 8.3.3) and the bottom portion shows those that have only been submitted.

#### 8.3.6 Schedule Work Parties

This function provides a way to schedule any work parties deemed necessary to get the fields and facilities in shape for the upcoming season. This allows the Commissioner of Grounds to track those that have attended the work parties and the Treasurer to see what fines (if any) need to be levied against the teams for the upcoming season. See Section 8.5.2 below for adding players to a work party.

#### 8.3.7 New Player Validation

This function allows the person that validates rosters to see all players that have not been validated. A player becomes not validated when he is added to or updated on a team's roster. This page provides ways to sort as well as a way to delete players from their respective rosters. A player should be deleted if he is not validated prior to the Last Day to Add players for the season.

#### 8.3.8 User Editor

This function provides a way to control the user accounts created on the website. These accounts identify the privileges that each user possesses. This editor also provides a way to reset a user's password if they have forgotten it. The accounts should be reviewed periodically to delete those that are not used.

#### 8.3.9 EC Member Editor

This function is used to control the Executive Committee page on the website as well as identifying the positions for which the website generates emails to when things are submitted from the website.

#### 8.3.10 EC Candidate Editor

This function lists the Candidates that have expressed interest in joining the Executive Committee. This list is populated by the Candidate.cfm form that the Web Curator supplies a link to at the beginning of the season. The candidates submitted here also appear on the Ballot.cfm page if an Executive Committee vote is required before the upcoming season.

### 8.3.11 EC Position Editor

This function controls the Executive Committee positions used by the above EC functions. This function provides the Position Title and whether the position is a voted position. There are some EC positions that are assigned by the EC like the Field Worker and Director of Concessions.

## **8.4 Commissioner Functions**

The League Commissioners and the Commissioner of Scheduling or their designees are responsible for performing these functions.

### 8.4.1 Modify Schedule

This function specifies the schedule of games for each League defined for a season. This function cannot be performed until the Teams are placed in their respective Leagues and assigned a Team number. The Schedule can be created or modified by League or as a whole. The editor pages allow those with Commissioner privileges to create and modify the schedule.

### 8.4.2 Cancel Games

This function allows a League Commissioner to “Cancel” the scheduled games for the current night. By default, any games scheduled for the current day are considered “ON” unless they are specifically cancelled. This function allows the Commissioner to provide a comment that gets reflected in the Schedule maintained on the website. When games are cancelled, an email is sent by the website to the Team Captains of the League whose games are being cancelled.

The League Commissioner MUST contact the Field Worker, Director of Concessions and Commissioner of Umpires after cancelling games. Normally, the Field Worker is consulted when field conditions are marginal to determine whether to play or cancel games.

### 8.4.3 Game Editor

This function allows a League Commissioner to enter scores after each week of play in order to display these to the general public. The process for doing this is as follows:

1. If you are entering scores for a scheduled night of games, click the Create/Edit Scheduled Games... button.
2. Select your League and the Game # or Date for the scores you wish to enter and click the Save Changes button.

NOTE: The Date selection is what should be used if you are entering scores for a game that has been rescheduled.

3. You will be presented with a page that contains the “scheduled” games and entry boxes for the score for each team.

4. After you have entered the scores for each game, click the Save Changes button.

#### 8.4.4 Standings and Placement Editor

This function allows a League Commissioner to calculate standings according to the rules for his league.

**NOTE:** if this page does not complete relatively quickly, it is in an infinite loop. You must stop loading this page.

Also, there is a manual placement editor. Select your League and click the Edit Placement button. On this page, you can manually enter the placements for the teams in your League as well as a single comment that will appear on the Standings page for the specified League

#### 8.4.5 Tournament Editor

This function allows the Tournament Director to control the Tournaments page of the website for the current season.

#### 8.4.6 Email Team Captains

This function allows a League Commissioner to send an email to the Team Captains for the specified League. This function is also provided under the EC Member Functions discussed below.

### **8.5 *Executive Committee Member Functions***

These functions can be performed by any Executive Committee member.

#### 8.5.1 Franchise Form Editor

This function provides the capability of viewing, editing, and deleting a Franchise Request Form submitted to the website.

#### 8.5.2 Work Party Attendance Editor

This function provides the capability to viewing, creating and deleting folks that have attended a Work Party in order to track the number of hours worked for each team.

#### 8.5.3 Hall of Fame Nomination Editor

This function provides the capability of viewing, editing, and deleting a Hall of Fame Candidate Nomination Form submitted to the website. These forms are submitted using the Nomination.cfm page located under the HOF directory.

#### 8.5.4 Hall of Fame Nomination Category Editor

This function provides the capability of viewing, creating, editing, and deleting a Hall of Fame Nomination Category from the website. The categories listed here are selectable on the Nomination.cfm page located under the HOF directory.

#### 8.5.5 EC Ballot Submission

This function provides the capability of viewing and deleting a Executive Committee Ballot submitted to the website by a current Team. The ballot is displayed and submitted using the Ballot.cfm form which is under the current Season page. By default, this link is not displayed. So, if an EC Member vote is to take place for the season, the Web Curator must edit the Season page to display this link.

#### 8.5.6 EC Ballot Tally

This link displays a page that totals the votes contained in all the EC Ballots submitted to the website.

#### 8.5.7 Rule Change Votes

This function provides the capability of viewing and deleting a Rules and Regulations Change Vote submitted to the website by a current Team. The Rule Changes under consideration are display and submitted using the ProposedRuleChanges.cfm form which is under the current Season page. By default, this link is not displayed. So, if a Rule Change vote is to take place for the season, the Web Curator must edit the Season page to display this link.

#### 8.5.8 Constitution Votes

This function provides the capability of viewing and deleting a Constitution Change Vote submitted to the website by a current Team. The Constitution Changes under consideration are display and submitted using the ConstitutionProposedChanges.cfm form which is under the current Season page. By default, this link is not displayed. So, if a Constitution Change vote is to take place for the season, the Web Curator must edit the Season page to display this link.

#### 8.5.9 File Services

This function provides the capability of uploading files to display on the website. There is also a delete capability for these files. There are four (4) types of files, Rules, Minutes, Tournament and Club. The Type selected determines where the file is displayed on the website.

- Rules files are displayed on the League Rules and Regulations page that resides under the season that the file is uploaded for. I.e., The 2013 Rules files are displayed under the 2013 Season page. The 2012 Rules files are displayed under to 2012 Season page.
- Minutes files are displayed on the GSPSA Files page that resides under the season that the file is uploaded for.
- Tournament files are displayed on the Tournaments page that resides under the season that the file is uploaded for.

- Club files are displayed on the Documentation page that resides on the GSPSA website Home page.

#### 8.5.10 Email Team Captains

This function allows an Executive Committee member to send an email to the Team Captains for the specified League.

#### 8.5.11 Site Messages

This function allows an Executive Committee member to create, edit or delete a message on the Home page of the GSPSA website. The messages appear below the links and can be entered using any HTML construct.

### **8.6 *User Functions***

These functions can be performed by anyone who has an account on the GSPSA website.

#### 8.6.1 Change Password

This function provides the capability to change the password for the account currently logged in and displaying the Admin page.

#### 8.6.2 Change User Info

This function provides the capability to change the information associated the account currently logged in and displaying the Admin page.

NOTE: If the user is a Team Captain, the First and Last Name must match exactly what is submitted on the Team's Franchise Request Form in order to Edit the team's roster.

#### 8.6.3 Available Players

This function provides a list of available players who have submitted information for the current season. This capability is also available under the current season page. However, from the Admin page, if the user has the appropriate privilege, the capability to delete players from this list is available.