

2025 Cape Codger D2 Program Committee

Document Objective: the objective of this document is to describe the agreed-to Codger Committees as well as their governance process to solicit volunteers from Membership, the coaches, and the Board for participation.

Proposed General Guidelines:

1. Committee Makeup:
 - a. Each committee will be made up of at least 5 people and will include one or two current board members depending upon their interest.
 - b. The term commitment for each Committee is one year with the option for everyone to renew committee membership.
 - c. If there is demand for any board that exceeds the minimum 5 required, we will attempt to accommodate participation from all. On league-wide committees with more than 5 members, D1 and D2 representation will be proportioned to reflect roughly equal representation. *Existing members of existing/standing committees have preference.*
 - d. If the Committee is a League wide committee, it must include at least 2 representatives both D1 and D2. Coaches will be considered Codger members for the purpose of committee makeup.
 - e. Once formed the committee will select its own chair.
 - f. Committee members should be those who volunteer. In other words, having too much demand is a problem that we would like to have. However, if there are more than 10 volunteers for any given committee, we would pare the number back based on order of request and balanced further by either league and or team representation. All situations in which we are required to make selections will require that the board communicates the specific rationale for selection to all interested parties.
 - g. Any Codger can serve on no more than two committees unless demand for committee roles is low.
2. Committee member responsibilities:
 - a. Committee members agree to meet regularly either in person or via conference calls. The minimum number of meetings for each committee during its life cycle should be 1 per month.
 - b. Committee members are asked to attend these meetings.
 - c. Committee members are also asked to be willing to take on tasks and work product outside as appropriate as per the needs of the given committee (research, phone calls, survey work, etc.)
 - d. We do not expect that any committee will require more than 2 to 3 hours per week on average.
3. Committee Deliverables:
 - a. A validation of scope and outputs for the committee.
 - b. A work plan or timeline with any relevant milestone dates.
 - c. A set of recommendations.
 - d. For certain committees, there should be an implementation program to take any ideas or plans to execution.
 - e. Approvals to proceed will depend upon the specific committee.

Committee Descriptions:

1. **Bylaws Committee:** To review and revise the current bylaws specifically related to Board Tenure, Officer Tenure, Board Election Process Simplification, and Succession Planning
 - a. Key Deliverable: Recommended Updated Bylaws
 - b. Approving Entity: Codger Membership Vote
 - c. Committee Composition: D1, D2 and Board
 - d. Term: Expect Committee to complete its work no later than February 1, 2025.
2. **Field Improvement Program Committee:** To develop and execute a plan to work with the Town of Falmouth/DPW and/or other trade financial and/or promotional organizations to maintain and improve field conditions (Short term ongoing as well as long term) and to secure access to a 4th field.

- a. Key Deliverables:
 - i. Modified plan to interface with town to ensure that fields are maintained on a day-to-day basis.
 - ii. Execution of Field Maintenance watch program (short term fixes and maintenance)
 - iii. Plan to upgrade existing fields including but not limited to fencing, grading, infield materials, lights, etc.-- this plan will include budget as well as funding plan.
 - iv. Execution of the plan to upgrade field: Overall ongoing management and coordination with field upgrades on behalf of the Codgers, fund raising, support on securing any relevant labor, etc.
 - v. Community Preservation Committee Proposal Submission
 - b. Approving Entity: Codger Board
 - c. Committee Composition: D1, D2 and Board
 - d. Term: This is an ongoing Committee with yearly committee terms
- 3. *Disciplinary/Code of Conduct Violation Process:*** Operate as a standing committee to adjudicate written code of conduct violation claims.
- a. Key Deliverables:
 - i. Execute training and education plans so that every member knows the processes and their rights/responsibilities.
 - ii. Meet ad hoc when a Code of Conduct violation is reported.
 - b. Approving Entity: The Codger Board
 - c. Committee Composition: D1, D2 and Board (Umps or coaches are not on this committee due to risk of conflict.).
 - d. Term: This is an ongoing committee with yearly committee term.
- 4. *Membership Recruitment Committee:*** To identify and coordinate the execution of multifaceted program to increase the recruitment of new members to play softball with the Cape Codgers (target for 2025: 40 to 50 gross new recruits)
- a. Key Deliverables:
 - i. Set of programs and initiatives to increase recruitment including roles and responsibilities, funding requirements, and funding sources.
 - ii. A method to measure and track program performance.
 - iii. Execution coordination and oversight.
 - b. Approving Entity: The Codger Board
 - c. Term: This is an ongoing committee with yearly committee term. Need a 2025 Program defined by 3/1/2025 or earlier.
- 5. *D1 Program Committee:*** To identify and Recommend changes and enhancements to the D1 program to better meet the interests of the current and potential future D1 participants.
- a. Key Deliverables: Set of recommended changes to the structure and program elements including but not limited Length of schedule, playoff structure, pool program fixes, team construction (redraft or keep), Roster size vs players in the field, eligibility to play in D1, Evaluation process management.
 - b. Approving Entity: D1 Members of the Codger Board
 - c. Term: Changes Determined by no later than March 31, 2025; standing committee for oversight
- 6. *D2 Program Committee:*** To identify and Recommend changes and enhancements to the D2 program to better meet the interests of the current and potential future D1 participants.
- a. Key Deliverables: Set of recommended changes related to Division qualifications; number of games; schedule design; playoff design (byes); game length (e.g., starting counts and number of innings); evaluation process management.
 - b. Approving Entity: D1 Members of the Codger Board
 - c. Term: Changes Determined by no later than March 31, 2025; standing committee for oversight
- 7. *D2 Rules Committee:*** To refine a set of rules for D2 starting with the 2025 season that are simplified, consistent with other competitive senior softball programs and which reflect balancing safety with competition.
- a. Key Deliverables: Updated Single Source of Rules for 2025 and addressing:

- i. Veering; use of safety base at 3rd
 - ii. Pinch runner rules updates
 - iii. D2 Pitching Screen Rules and Safety Requirements
 - iv. D2 Ground Rules
 - b. Approving Entity: The Codger Board (for risk management considerations) and D2 Coaches
 - c. Term: This Committee should be ongoing to review and revise rules as needed, but would be more active in redoing and documenting the Codger Rules between Now and March 31, 2025
- 8. D1 Rules Committee:** To refine a set of rules for D1 starting with the 2025 season that are simplified, consistent with other comparable senior softball programs and which reflect balancing safety with membership desired level of competition.
- a. Key Deliverables: Updated Single Source of Rules for 2025 and addressing:
 - i. Veering
 - ii. Pinch runner rules updates
 - iii. D1 Pitching Screen Rules and Safety Requirements
 - iv. D1 Ground Rules
 - b. Approving Entity: The Codger Board (for risk management considerations) and D1 Coaches
 - c. Term: This Committee should be ongoing to review and revise rules as needed, but would be more active in redoing the Codger Rules between Now and March 31, 2025
- 9. Cape Codger Tournament Design and Execution Committee:** Design and execute inaugural Fall tournament in 2025.
- a. Key Deliverables:
 - i. Dates/Logistics
 - ii. Age Brackets
 - iii. Budget/Capital Raise
 - iv. Format
 - v. Organization
 - vi. Team Solicitation
 - b. Approving Entity: The Codger Board
 - c. Term: Starting in January 2025 and ending after the completed Cape Codger Senior Tournament
- 10. Driving Value to Sponsors:** Define the value of a sponsorship to a sponsor and manage a set of initiatives that promote and acknowledge our sponsors to Codgers and the community at large.
- a. Key Questions/Deliverables:
 - i. What do sponsors want and expect from their investment?
 - ii. Identify and prioritize actions and programs Codgers can engage in to address sponsor interests.
 - iii. Identify how to better leverage our use of social media, Enterprise, FCTV etc.
 - iv. Execution of specific identified initiatives coordinating with relevant internal and external entities
 - b. Approving Entity: The Codger Board
 - c. Term: Starting November and running through 2025.
- 11. Future Divisions Strategy:** As the Codger Membership continues to grow and we have members with a broadening set of interests and priorities, how do we add new division(s) to provide higher potential of meeting membership needs?
- a. Deliverables/Key Questions to Address
 - i. Should we plan to add a new division?
 - ii. What should the Division Look Like?
 - iii. What are the criteria/circumstances necessary for adding a division?
 - iv. What is the timeline and critical steps to create a new division?
 - b. Approving Entity: The Codger Board
 - c. Term: Starting November and Running through March 31, 2025

12. Umpire Committee: Design and develop a holistic recruiting, training, assigning, communicating program for Codger Umpires and Team Coaches

a. Deliverables:

i. Umpire Coordination process.

ii. Scheduling and management

iii. Recruitment

iv. Training

v. Communication on rules clarifications to umpires, coaches, and players

b. Approving Entity: Codger Board

c. Term: Starting in January 2025 and ongoing through the Summer and Fall Seasons