

## Divisional Representative Area of Responsibility

**The SFSSI has been divided into four (4) main branches of responsibility.**

1. The Executive Board whose responsibility is to govern the general operation of the SFSSI.
2. The three elective officers, the president, vice president, and secretary-treasurer report to the Executive Board.
3. The divisional representatives for each division currently playing in the SFSSI, are selected each October at the managers' breakout meeting. Their term is for one (1) year, from October to October.
4. The operations committee (opcomm), the divisional representatives for each division playing, again the term is for one (1) year October to October.

The area of responsibility for the divisional representatives consists of four (4) disciplines, oversight, operations, opcomm, and communications.

### Oversight

This discipline consists of collecting the contracts and rosters from each manager in your division at the manager's meeting, organizing them, and keeping track of each team throughout the current playing season. Once the season is completed return the contracts to the community representatives for each team at the annual meeting in April.

### Operations

Throughout the playing season, your responsibility is to supervise the division as follows:

- Your approval is required for any new player being added to a team's roster before that player(s) plays.
- Obtain the contract for each new player, being sure the manager forwards the appropriate player liability waiver to the vice president. Without the above approvals, a player is not allowed to participate.
- Teams making changes to their roster must provide you with an up-to-date roster for distribution to all of the managers in your division, the vice president, and the secretary-treasurer.
- The movement of a player(s) within your division to a higher team for a single game or multiple games must be approved by you and the manager of the team involved. Failure to follow this procedure may result in the forfeiture of that game(s).
- The movement of a player(s) to a lower division must follow the approved protocol outlined in Section III: Player Movement in the League rules.

### Opcomm:

As division representative you sit on the operations committee as defined in the league's Constitution for a one (1) year term.

**Operations Committee (OPCOMM):** Consisting of the three (3) elected officers, and **six (6) division representatives** whose responsibilities are to:

- Conduct meetings to align each division prior to the first meeting in October.
- Conduct league business pertaining to the operations of the league, consistent with approved documents and rules, when required between scheduled meetings.
- Review recommended changes to league documents as they pertain to the operation of the SFSSI.
- Participate in disciplinary meetings regarding individuals whose actions exceed the rules of conduct set forth in league Rules, Section XIII.

**Communications:**

- Keep in touch with your managers to avoid potential problems.
- Track the players within your division to be sure they belong where their community has placed them.
- Report a player(s) playing beyond their placed ability within that community for sustained periods to the Vice President, the League Director. **This is a position approved but not recently utilized. The director will help the division representative or peruse additional action if required.**

Jim Milligan,

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