



EUROPEAN SOFTBALL FEDERATION

WORKING PLAN 2013-2017



From the President:

The ESF Executive Committee for the past 4 years have been working on a plan for the future and with this document we have tried to outline the essential issues we will need to deal with the future of European Softball.

With the new Executive Committee we shall continue this work with the full intention of completing this stage by the end of our next four year term. We have revisited this plan and have mainly kept it in tact, both to reflect upon the changes added and to take stock of the progress we have made.

As the ESF we will continue to assist our Member Federations in their quest to develop the sport in their country and region. We will continue to increase opportunities for people to participate in our sport throughout the different countries.

This refreshed Working Plan includes a renewed focus in some areas. We'll look for ways to improve regional development, increase sport in schools through our Bee Ball program and provide better support in development, marketing and media for our Members. We'll also have planned a development concept for enhancing talent development, and coaching development throughout Europe.

The new areas of focus include exploring ways of increasing participation outside the traditional fast pitch realm , including Men's Slow pitch and the development that would lead to more opportunities for youth and adults alike.

We will try and support member federations become more commercially capable and provide advice on the planning and development of softball facilities and participation in ESF Tournaments.

I wish to express my gratitude to all those who have assisted in developing the plan in the past and of course present. May we see more softball and add to the fun of developing our sport.

Andre Van Overbeek

ESF Working Plan 2013 - 2017



President
André van Overbeek



JOB DESCRIPTION

- Overall supervision and control of the business and affairs of the ESF;
- Legal official representative of the ESF;
- Authorize and sanction expenditures along with the Treasurer;
- Signs agreements, contracts in the name of the ESF when given authorization by the EC or the Congress;
- Ex- officio member of all Commissions and Committees with voting rights;
- Ratify heads of commissions and committees after EC approval;

WORKING PLAN

- To establish an open connection with the Member Federations by interacting with the heads of the Federations on a regular basis. Will contact Presidents proactively by email or Skype to hear the needs and keep in touch with the 'ground' feelings.
- Investigate contact with National NOC's to thank for their support to National Softball Federations;
- Cooperate with the ISF/WBSC in the actions that take place in Europe as to the reinstatement of Softball to the Olympics.

ESF Working Plan 2013 - 2017



Secretary General Ami Baran

Assistant Secretary General



JOB DESCRIPTION

- Responsible for the functioning of the ESF from correspondence, statements and operational;
- Job mostly based on the Statutes and hands on with coordinating the EC operations.
- Form the Ethic Committee and prepare an Ethics Code for the ESF;
- Interpret and enforce provisions of the ESF codes, rules, and regulations.
- Chair Legal Commission;

WORKING PLAN

Legal Commission with responsibility for:

- Present an assessment on the possibility of registering in an EU country ;
- Preparing and editing the Statues for upcoming Congresses if necessary;
- Establishing a Protest Committee along with the TC ;
- Establishing a disciplinary committee including the preparation of a Disciplinary Code;
- Establishing the Supreme Court who hears appeals of the disciplinary committee;

ETHICS COMMITTEE WITH RESPONSIBILITY FOR:

- Draft of disciplinary code by end of 2014.
- Set a review group.
- Decide if the committee should be formed with members within the EC or from outside, or maybe a combination of both.
- No need to meet. Discussions through forum and e-mail.

DISCIPLINARY COMMITTEE

- Commence Disciplinary actions when needed

Establish a Supreme Court who shall act as both the supreme disciplinary court, before which all appeals from the rulings of the disciplinary committee are heard and as the final arbiter in regard to all procedural and constitutional matters of the Federation.

ESF Working Plan 2013 - 2017



Treasurier
Eddy Van Straelen



JOB DESCRIPTION

- Responsible for all financial matters and yearly balance;
- Providing guidance on financial matters
- Keeping the EC informed about its financial duties and responsibilities
- Chair Financial Commission

WORKING PLAN

financial commission with responsibility for:

- Budgets
- EU contact with President
- Earmarking fund raising income (if any)
- Responsible for outside Accounting services

REGULATIONS/FEES COMMITTEE

Chair: Eddy Van Straelen

Assistant Chair: Youri Alkalay

Other members chosen by VP and Chair

- Responsibility of continuous research and providing ideas on regulatory and financial procedures/expenditures to enhance Federation participation.

ESF Working Plan 2013 - 2017



1st Vice-President Gabriel Waage



JOB DESCRIPTION

- Responsible for assisting the President in keeping the ESF running in a proper manner and will represent the President in his absence;
- member of the Financial Commission;
- VP of Competition and Technical

WORKING PLAN

As the VP of Competition and Technical:

- Responsible for all Technical and Competition issues including the preparations for all inspections, tournament assignments, development of competitions for all events and categories of softball;
- Set up committees to deal with all the above aspects;
- EC responsible for all Committees and Commissions below;

TECHNICAL COMMISSION

ESF Technical Director:

Mike Jennings

Members

chosen by TD and VP

- Organize ESF European TC/UIC meeting every two years
- Taking advantage of new technology to improve communication among TC members;
- Increasing the size of the TC to enable proper coverage of all scheduled competitions;
- Continued enhancement of the Handbook for ESF Technical Commissioners, including the addition of improved procedural checklists;
- Investigate the option of an on-line system for player licensing;
- Investigate possibilities for more efficient procedures with the ESF's player eligibility regulations;
- Development of a formal disciplinary process for dealing with game ejections and other forms of Misconduct;
- Expanded use of the ESF web site, to include the collection and dissemination of information to ESF umpires and Technical Commissioners, On-line access to player licenses and competition rosters by National Federations and timely submission of tournament updates/scores/statistics for publication on the web site;

ESF Working Plan 2013 - 2017

COMPETITIONS COMMITTEE

Chair: Cornelia Chwojka
Assistant Chair: Jens Terkelsen
Other Members: chosen by VP

- Responsibility of providing ideas on developing competitions and the running of the competitions;
- Scheduling; Register and all Formality duties;
- Recommend updates of Addendum to ESF Rules and Regulations;
- Implementation of the "Tournament Manual" and "Organizers feedback form";



UMPIRES COMMITTEE with responsibility for:

UiC: Andrea Marcon
Ass. UiC: Vacancy
Add assistance: to be decided by UiC and VP

- Umpiring Scheduling;
- Umpiring Clinics in cooperation with development;
- International Umpiring clinics recommendations;
- Organize Basic Umpire Clinics
- Organize Slow pitch umpire clinics
- Development of procedures for re-certification of ESF umpires and re-certification of ESF umpires, to encourage improvement;
- More pro-active involvement by the ESF Umpire Administration Staff in facilitating umpire training at the national and regional levels;
- For ESF competitions, continued emphasis on the appointment of Assistant Umpire in Chiefs;
- From the hosting National Federations, to open an additional path between the ESF and its member federations for umpire training and development;

SCOREKEEPER COMMITTEE with responsibility for:

Co Chairs: Dennis Duin
• Scorekeeper Scheduling;
• Scorekeeper Clinics;

PROTEST COMMITTEE

Chair: Vacancy
• Enforce Rules and Regulations of ESF



VP Development



VICE-PRESIDENT
John Austin



JOB DESCRIPTION

- Responsible for preparation of Development Plan including Fund seeking, in cooperation with SG, VP Marketing, and VP Operations in order to implement the Plan.
- Forming sub-committees in development from all the categories of Softball;
- Responsible for the communications between the Federations and if decided with regional commissioners ;
- Slow Pitch Commissioner with Mark Stein as assistant Commissioner
- Co - Chair Development Commission

WORKING PLAN

Development Commission with responsibility for:

Co Chair: John Austin and Ami Baran

Members Mette Nissen-Jakobsen (Development Operations),
Yuri Alkalay

Other members to be appointed by the President, Chair and Co-Chair.,
Anton Kops,
Petra Cizmic Pokrajac

- Development Programs in Sub Committees for the Federations in the different softball categories/disciplines (Fast Pitch men, Slow Pitch Coed and single gender etc.)
- Assist National Team Programs for categories requested
- International Communications between the Federations and Development programs
- Responsible for the implementation part of the ASA/ESF cooperation
- Planning for Increasing Participation in Softball

ESF Working Plan 2013 - 2017



ESTABLISH REGIONAL COMMITTEES WITH IN CHARGE PERSONS IN THE FOLLOWING REGIONS:

ESF Balkan	6 Member Federations <i>Bulgaria, Greece, Romania, Serbia, Slovenia, Turkey</i>
ESF Central	7 Member Federations <i>Austria, Czech Republic, Hungary, Poland, Slovakia, Switzerland, Germany</i>
ESF East	3 Member Federations <i>Lithuania, Russia, Ukraine</i>
ESF South	7 Member Federations <i>Croatia, France, Israel, Italy, Malta, San Marino, Spain</i>
ESF West	10 Member Federations <i>Belgium, Denmark, Finland, Great Britain, Guernsey, Ireland, Jersey, Netherlands, Norway, Sweden</i>
ESF Slow-Pitch	33 Member Federations <i>All ESF members</i>
ESF Fast-Pitch	33 Member Federations <i>All ESF members, fast, modified and slow.</i>

VP Development

- Establish the working plan from the existing responses and requests of the Federations;
- Prepare individual development plans for every Federation based on the needs of these Federations;
- Investigate the possibilities of a "Winter cup" and "Interleagues";
- Organize in each region a Federation and Promoter course;
- Organize in each region an Umpire and Scorer clinic in cooperation with the TC;
- In cooperation with the VP Marketing, compose Promotion brochures and /or leaflets in 5 languages (English, French, Spanish, German and Russian);
- In cooperation with VP Marketing, compose DVD instructional videos for coaches and players in Fast pitch and Slow-pitch in 5 languages using existing material from Federations;
- Manuals for Promoters (VP Marketing), Field construction, Coaches and Scorers (TC);
- Collect Federation news for the ESF website , facebook and newsletter (VP Marketing , Operations SG and Webmaster);
- Start official Federation in Cypres, and look into renegotiating with Portugal for reinstatement;

ESF Working Plan 2013 - 2017



VP Marketing and Merchandising

ESF Working Plan 2013 - 2017



VICE-PRESIDENT
Yuri Alkalay



JOB DESCRIPTION

- Responsible for all Marketing, and merchandising;
- Establishes all marketing Committees necessary to enhance the productivity of Softball throughout Europe;
- Sponsorship and fund raising committee;

WORKING PLAN

Marketing and Merchandising Committee with responsibility for:

- Develop Marketing Strategies
- Preparing Promotion brochures and /or leaflets in 5 languages;
- Distribute DVD instructional videos for coaches and players in Fast pitch and Slow-pitch;
- Prepare manuals for Promoters, Field construction, Coaches and Scorers (TC);
- Make softball a product "to sell";
- ESF merchandising;
- Find new ways of promote and improve the existing Competitions
- Create New Ideas for Tournaments

Chair : Anton Kops



Sponsorship and Fund Raising Committee with responsibility for:

- Fund Raising for ESF activities;
- Fund Raising plans for ESF Members;
- Explore possibilities with EU for development along with President ;
- Working on ESF preferred suppliers (i.e. equipment, uniforms);
- Working on sponsorships (i.e. name sponsoring for ESF Tournaments, no tobacco and alcohol);
- Prepare a special letter/document for sponsors including all benefits for these sponsors for all our competitions or advertisements like on our website or newsletters that will go out to the thousands of people in European softball

Chair : Vacancy



VP Technical Operations

VICE-PRESIDENT
Gilbert Tobback



JOB DESCRIPTION

- Responsible for all operational concepts within the Competition and Technical area.;
- Member of the Technical sub committees

WORKING PLAN

- Deals with assignments requested by the President or the 1st Vice President;
- Assist the UIC in 'breaking in' new candidates for UIC at tournaments
- Assist in the formation of the Protest Committee and a member.
- Advisor to the VP of Competition and Technical
- Advisor to the President on all Competition Technical issues



VP Media

VICE-PRESIDENT
Dejan Jesic



JOB DESCRIPTION

- Responsible for Media and Public Relations Committee;
- Member of the Marketing and Merchandise Committee;

WORKING PLAN

Media and Public Relations Committee with responsibility for:

- Develop Marketing and PR Strategies
- Responsible for Press Bulletins ;
- Responsible for digital press release list for all member countries;
- Responsible for PR website contents;
- Preparing the monthly ESF newsletter;
- Preparing an Open Forum and Message Board on the website (webmaster);
- Continuing web streaming on the ESF website and make website more fans-friendly with quality photo's like (webmaster)
- Possible preparing a yearly or twice a year an online magazine that will be distributed to the Federations. This is with pictures, advertisements etc.
- Newsletters

Member: Anton Kops,



VP Operations



VICE-PRESIDENT
Mette Nissen- Jakobsen



JOB DESCRIPTION

- Responsible for the implementation of the EC objectives based on all VP programs, plans and budgets by way of coordinating, assisting, consulting and tracking all work to be reported to the President and the EC;
- Coordinate between the Commissions along with the Secretary General;
- Prepare with the SG, organizational structures to ensure unity and separation of duties and responsibilities within the legal framework of the ESF;
- Communications between the Federations and the EC

WORKING PLAN

- Performing administrative tasks including preparing Operational Task documents for the EC with cooperation with all VP's in their relevant positions.
- Assisting the various VP's in establishing long-range objectives and specifying the strategies and actions to achieve them.
- Developing constructive and cooperative working relations with the different Softball Federations and enhancing relationships between the EC and these Federations
- Assisting the Secretary General and Assistant Secretary General in organizing, planning and prioritizing all work needed to be done within the realm of the ESF and EC.
- Provide input and advice on changes along with the Secretary General on all aspects regarding policies, procedures, statutes and regulations issues.
- Provide assistance to the EC to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.

ESF Working Plan 2013 - 2017



- Provide guidance in handling difficult or complex problems, and in resolving escalated complaints or disputes through an Ombudsman type procedure for all federations to be accessible.
- Assist the EC to implement policies, procedures, and service standards to all ESF Federations.
- Provide internal evaluation on EC performance and conformance to regulations and procedures, by reviewing records, reports, and documents pertaining to all ESF activities and accountable to the EC to verify details, monitor work activities, and evaluate performance and recommend to the EC any foreseeable changes that are needed.
- Assist in recruiting members for the different Committees and Commissions when necessary.
- Assist in increasing efficiency within the framework of the ESF.
- Analyze operations to evaluate performance of operations in meeting objectives, and to determine areas of potential cost reduction, program improvement, or policy change.
- Along with the SG and ASG Develop EC procedural manual.
- Prepare along with the SG and ASG yearly administrative and operations program for enhancing operational preparedness



ESF Communications

COMMUNICATIONS DIRECTOR
Helena Novotna



JOB DESCRIPTION

- Contact with the Webmaster including continuous development of the website, FB, Twitter and YouTube and their upkeep and contents;
- Performing all needs of website exposure and also assist VP marketing and media in their roles for bringing European Softball to the masses.
- Newsletter development and distribution, Press Bulletins ;
- Preparing a draft concept for an Open Forum and Message Board on the website (webmaster);
- Possible preparing a yearly or twice a year an online magazine that will be distributed to the Federations. This is with pictures, advertisements etc..
- Provide support to the SG , VP Operations and VP Technical and Competitions and through the SG to EC VP's when requested
- Take minutes of meetings when needed
- Organize and coordinate meetings, conferences/congresses, Travel arrangements
- Prepare reports and documents when requested
- Perform a variety of clerical duties, schedule meetings and manage projects
- Create spreadsheets, and manage databases.
- Maintain schedules, calendars and databases
- Set up and maintain filing systems
- Assist SG and VP Operations in establishing work procedures



Extra Commissions/Appointments

ESF Working Plan 2013 - 2017



ATHLETES COMMISSION

Chair: Vacancy

- Reinstate the athlete net.
- Use of ESF forum to communicate.
- Receive from the Member Federations one adult athlete (over 18 years old) female or male who can communicate in English (specially written) . This will give a maximum of 33 athletes if all federations nominate one.
- Athletes should contribute to gather information from athletes in their own country, not from their federation but needs to have authorization from the Federation.
- Create a small working group with 1 athlete per region (as defined in development) out of those 33 athletes.
- The Chair of this commission will nominate those 5 athletes after seeing the kind/quantity of response from each one of them.
- The commission will make recommendations to the EC.
- Have Special Skype meetings every quarter.



MEDICAL AND ANTI-DOPING

Chair: Vacancy

- Ensure all medical and anti-doping procedures to conform with International standards;
- Cooperation with the ISF and WADA
- Goal: Find a Sport Medicine Professional who can commit time to softball to Chair the commission.
- List and define First Aid needs at European competitions according to well-known organizations such as Red Cross, etc.
- Continue research on articles/publications about softball injuries, prevention on those, etc. If articles are interesting they can be bought and shared with member federations.
- No need to meet. Discussions through forum and e-mail.
- Medical professional attend Congress if needed when commission formed and running.



WEBSITE

Chair: Vacancy

- Webmaster
- Continuous development of the website and upkeep.
- Assist the SG in performing all needs of website exposure and also assist VP marketing and media in their roles for bringing European Softball to the masses.



ASSISTANT SECRETARY GENERAL

Chair: Vacancy

- provide support to the SG and through the SG to EC VP's when requested
- take, type and distribute minutes of meetings
- organize and coordinate meetings, conferences/congresses, travel arrangements
- prepare reports and documents when requested
- perform a variety of clerical duties, schedule meetings and manage projects
- create spreadsheets, and manage databases.
- maintain schedules, calendars and databases
- set up and maintain filing systems
- Assist in establishing work procedures



EUROPEAN SOFTBALL FEDERATION

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