

## Manager Checklist:

- **Deadlines:**
  - **Spring** is 20 games starting in April – **Register by March 2<sup>nd</sup>**
  - **Summer** is 14 games starting in July – **Register by April 9<sup>th</sup>**
  - **Fall** is 14 games starting in September– **Register by June 11<sup>th</sup>**
- **Application:**
  - Two managers need to create an account. Login and create a new application.
- **Rosters:**
  - Deadlines:
    - Spring Roster is due: March 16<sup>th</sup>
    - Summer Roster is due: June 22<sup>nd</sup>
    - Fall Roster is due: August 17<sup>th</sup>
  - To Submit: Go to the Rosters tab, select “Create New” then Complete roster. If you are a returning team, Go to Rosters, Create New then click “copy roster details.” You can add, edit and delete before submitting.
  - To Edit: You may edit, add and delete players up until your 4<sup>th</sup> to last game of each season by submitted a Roster Change Request. If the player is in our system, all it will take is an email address. If he/she is not in our system, you will add player information and submit for approval.
  - Out of County: Fairfax County charges \$31 per player for any participant that does not live in Fairfax County. There are no exceptions to this rule. It must be paid before the roster can be approved. This is not an FAS fee.
- **Waivers:**
  - Waiver deadline are the same at the roster deadline.
  - To submit: Each player should [CLICK HERE](#) OR click the link in the email they receive or it can be found on the left side of our homepage.
- **Equipment:**
  - Softballs can be ordered with your application or anytime by coming to our office. You can also order them on our website in the FAS store. \$52 per dozen or \$50 if you use check.
  - Scorebooks and Rule books are free and can be picked up at our office anytime.
  - Bats must have an ASA stamp and cannot be found on the [Banned Bat List](#).
- **Rescheduling Games:**
  - Rainouts will be rescheduled by staff on the FAS website within 24 hours of cancellation. However, if you know in advance that you cannot field a team for a scheduled game; you are able to reschedule it.
  - Directions: Contact opposing team manager to ask if they are willing to reschedule. Then contact FAS staff to get alternate dates and times. Both teams must agree to the new date/time. The entire process must be complete two business days before your scheduled game.
- **Forfeits:** If you know ahead of time that you will not be able to field a team, please contact the FAS office by phone or email as early as possible to let us know. We will then contact the other team and the umpire.

- **Rainline:** The FAS rainline is updated as necessary by 3:30pm on weekdays and 8:00am on weekends. Please sign up to get alerts by visiting: <https://rainoutline.com> and creating an account. Then go to the homepage and type “Fairfax Adult Softball” in the search box and click on our name. On the left hand side, click email and text alerts. You can then get the app or sign up for emails or text message alerts.
- **Reporting scores:** As a manager, it is your responsibility to report your scores within 72 hours after your game. You should receive an email with a link to complete this task or you can login and go to “report scores” under the Manager Tools tab. Please rate our umpires appropriately and let us know if there was an issue with your field.
- **Practice Fields:** FAS offers practice fields for Spring and Early Summer. These are mainly little league fields until our fields open on March 30<sup>th</sup>. You can login to your manger homepage and complete a practice field application under the Applications tab.
- **Editing Team Information** – If you need to change a team name or website, simply shoot us an email with the correction. If you would like to swap managers, please have the player create an account with FAS and then email us with the address used and we will make the change.
- **Need Players:** [Find a Player](#) click the link to see players that are looking for additional teams to see if anything is a match. OR contact FAS to see if we have any registered free agents available.
- **Office location:** 14701 Lee Highway Suite 302 Centreville, VA 20121
- **Join the Board:** If you have suggestions on how to improve this league please send them to us or join our board! These volunteers impact our league and vote on rules and this is your chance to make change!
- **Available Fields:**
  - **NORTH:** Lake Fairfax, Baron Cameron or Bready
  - **CENTRAL:** Wakefield, Nottoway or Mason District
  - **WEST:** Braddock and Poplar Tree
  - **EAST:** South Run and Beulah