



Duluth Youth Baseball & Softball, Inc
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DYBSA Board of Directors Roles

The Duluth Youth Baseball/Softball program is designed for boys and girls ages three (3) through eighteen (18). The association is operated by dedicated community volunteers like yourself. All approved volunteers are required to: Pass a background check and be bonded under the insurance policy purchased by DYBSA, must adhere to the code of conduct, attend monthly board meetings or upon the request of the President or on request of any of members of the body, assist the President in the furtherance of his or her duties as may be requested by the President, enforce rules of play and code of conduct, resolve any protests in accordance with procedures adopted by the executive board and report, prepare and distribute an Annual Budget at spring registration, organize event calendar, identify capital improvements and distribute a Financial Statement at the annual Meeting.

Board of Directors voting privileges are afforded to: President, Executive Vice President, Secretary, Treasurer, Vice President of Community Relation, Vice Presidents of Baseball/Softball, Vice Presidents of Operation – Baseball/Softball and Vice President of Travel Baseball/Softball

President - The president has many responsibilities in the administration of the league, oversee the affairs of all elements of the league, selects and appoints managers, coaches, umpires and committees, presides at league meetings, and assumes full responsibility for the operation of the league, receives all mail, supplies, listed as additional signee on the bank account, act as liaison with business partners (ex: Duluth Youth Association and Gwinnett County Parks and Recreation) and other communications from affiliate programs.

Executive Vice President (EVP) - The Executive Vice President presides in the absence of the president, works with other officers and committee members, is ex-officio member of all committees, and carries out such duties and assignments as may be delegated by the president. Additionally, EVP is responsible for approving practices and games as

communicated by Vice President of Baseball and Softball and facilitate bids (uniforms/photographer/equipment).

Secretary - The secretary maintains a register of members and directors, records the minutes of meetings, is responsible for sending out notice of meetings, maintains a record of league's activities, conduct background checks on all Executive Board members, coaches and any volunteers who have direct access to children or the association finances. Additionally, the secretary will maintain the first aid kit supplies, coordinate picture day and walk-up registration.

Treasurer - The treasurer signs checks, dispenses league funds as approved by the board of directors, reports on the status of league funds at monthly board meetings, keeps local league books and financial records, prepares budgets, assumes the responsibility for all local league finances, maintain the registration accounting data, and oversee partial payments.

Vice Presidents of Baseball / Softball - The Vice Presidents of Baseball / Softball oversee seasonal evaluations, drafts and all-star process, assists the president in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from Leagues according to provisions of the regulations, approve equipment purchases, address rule changes with the governing body for approval, report any code of conduct violation to the President, schedule umpires, field space for practices and games, act as liaison between perceptive league umpire organization, coordinates mini-clinics as necessary and implement a league-wide training program for players and coaches.

Vice President of Operation, Baseball / Softball - The Vice Presidents of Operation, Baseball / Softball coordinates all safety activities including supervision, ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer, report any code of conduct violations to the Vice Presidents of Baseball / Softball, act as liaison between league commissioners and the executive board, order board approved supplies, and maintain inventory and upkeep on equipment and facilities.

Vice President of Travel, Baseball / Softball - The Vice Presidents of Travel, Baseball / Softball shall be responsible for the general oversight of the travel program. Additionally, organize at least one travel coach meeting per season, create schedule for tournament, submit permits for tryouts, develop game and practice requests and seek out travel coaches that best align with DYBSA's mission.

Vice President of Community Relations – The Vice President of Community Relations solicits and secures local sponsorships to support league operations, collects and reviews sponsorship and fundraising opportunities, organizes and implements approved league fundraising activities, coordinates participation in fundraising activities, maintains records of monies secured through sponsorship and fundraising initiatives and identifying and facilitate grant opportunity. With the assistance of the secretary and coordinators, the vice president of community relations will organize opening day activities.

League Commissioners - The commissioner represents coaches/managers in league; oversee seasonal evaluations and drafts, assists the Vice President of Baseball in checking birth records and eligibility of players and generally supervises and coordinates the transfer of players to or from Leagues according to provisions of the regulations. Additionally, the league commissioners shall collect the equipment deposit from coaches, distribute equipment and collect at the end of the season, manage the all-star / coach selection, provide on boarding training to new coaches, and responsible for scheduling and rescheduling games, post final game score and game schedule on league's website.

Uniform Coordinator – The Uniform Coordinator oversee the uniform ordering process by: organize at least one uniform fitting session per season, act as liaison between DYBSA and the approved uniform printer, assist members with uniform need, resolve discrepancies and distribute uniform to team parents. Lastly, the uniform coordinator order / distribute spirit wear and Mr. Shorty's Home Run t-shirts.

Team Parent Coordinator – The team parent coordinator ensure that league news is distributed to team parents. Additionally, the team parent coordinator will organize at least one team parent meeting per season, order and distribute end of the season trophies, league pictures and assist with fundraising / opening day activities.

Concession Coordinator - Maintains the operation of concession facilities, organizes the purchase of concession products, responsible for the management of the concession sales at league events, schedules volunteers to work the concession booth during league events, collects and reviews concession related offers including coupons, discounts and bulk-purchasing opportunities and organizes, tallies and keeps records of concession sales and purchases.

Coach: Each coach will be required to submit a background check before he or she is issued a team. All background checks must be turned into the secretary by the end of evaluations Coaches will be required to attend scheduled trainings and meetings.

Team Parents: Each team is highly encouraged to select a team parent. This person main responsible is to handle the administrative duties of the team (practice/game/snack schedule, organize team party etc). Team parents must attend the seasonal meeting.

All volunteers are responsible for locking the batting cage, equipment room, umpire room, returning equipment to appropriate areas (tees and score boxes), and turning off field lights after use. The last coach in the park should lock bathrooms each night. Teams will be expected to keep dugouts and bleachers clean.

Operational Details

Registration: Registration for this program is county wide and is held in December/January for the spring season and in July/August for the fall season.

Evaluations: Commissioners will be responsible for the organization of evaluations in accordance of the handbook. Coaches are required evaluate the skill level of each player. Assistant coaches can assist with evaluations drills. The secretary will provide evaluations forms, clipboards and pencils. Players not listed on evaluation form should be sent to the secretary for registration confirmation. **DO NOT WRITE IN PLAYER'S NAMES UNLESS THEY HAVE WRITTEN CONFIRMATION.**

*Rookie, pony and senior league will not have evaluations.

Drafts: Commissioners will be responsible for scheduling and overseeing drafts for their age group and act in accordance of the handbook. Drafts results should be turned into the secretary for filing.

Practice: Practice schedule should be discussed at the draft meeting. Practices will begin once team have been drafted. Teams are allotted at least two practice days per week. Rookie – Peewee league (fields 5,6,7) practice slots are Monday – Friday 6pm, 7pm & 8pm. Minor – Senior practice slots are Monday – Friday 6p-7:30p and 7:30p-9p. Weekend practices are flexible. Batting cages are available for use, teams with scheduled games will have priority of batting cages. Additional practice time may be available, coaches should email duluthwildcat@gmail.com for assistance.

Practices and games are played at Shorty Howell Park and other neighboring parks.

Game schedule: Coaches and Commissioners will be responsible to creating the game schedules and updating scores. Game schedule should be approved by the league's Vice President before releasing to the membership. Changes to the schedule may occur due to umpire and field availability.

Uniforms: The uniform coordinator will order uniforms after the coaches determine their team's color. The uniforms will be order based on the information entered at the time of registration and/or at uniform fitting. Rookie-Pee wee league will be issued 3 coaches shirts and Minor – Senior league will be issued 2 coaches shirts. Additional shirts are available for purchase. Player's will be issued pants, belt, socks, hat (for baseball only), and jersey with number. Uniform delivery time can take up to 3 weeks after submission.

Communication: Approved volunteers should keep a clear line of communication with the membership. Coaches are encouraged to use communication tools such as emails, group text, social media, Team Snap or etc. DYBSA communication will be sent via email, advertised on the website and/or posted on our social media pages.

Equipment and misc.: Vice Presidents will create a list of supplies needed for the season by performing inventory and assessing the fields. Each coach will be issued game balls. Coaches can purchase their own practice balls. Catcher equipment is available for Pee wee – Senior league teams. A \$50 non-refundable deposit is required to receive catcher's equipment. All equipment issued to the coach must be turned in at the end of the season to be refunded the deposit. Players must provide glove, cleats, bat and NOCSAE approved batting helmet (face mask and chin strap required).

Rules: League rules are posted online! Commissioners are expected to have a printed copy of league rules available. Suggested rules changes or clarification should be communicated with the VPB.

Complaints: Commissioners will handle any issue that may arise within their league. Volunteers, players and parents are required to adhere to the code of conduct outlined in the handbook. Commissioners may contact the VPBO or VPB for assistance if needed.

Weather closing: During inclement weather, GCPR and DYBSA will advise the availability of Shorty Howell Park baseball/softball fields. DYBSA doesn't maintain information about other neighboring parks closing status.

End of Season (EOS) Tournaments / All-star selection: Commissioners will be responsible for scheduling EOS games and awarding 1st and 2nd place winners. Additionally, commissioners will organize the all-star selection process.

*Rookie league doesn't participate in EOS games or all-stars

Parties / Trophies: Each team is responsible for organizing and financially supporting end of the season parties.

Fundraisers: Each team will be required to participate in league wide fundraisers.