

Section 1- Board Members

- A) All Board Members shall have on file a DBGS Application form during the tenure of their position.
- B) Executive Board members may not be related in any way.
- C) Board Members must attend all regularly scheduled board meetings. Any board member missing two consecutive meetings without prior written notification to the President, and approval by the President, may be subject to removal from the Board.
- D) All Board Members shall oversee and supervise fields during scheduled games (i.e. field duties, clean up, opening and closing of facilities).
- E) All Board Members are required to perform scheduled duties during ALL league tournaments.
- F) All board members are required to be present at Skill Assessments, Opening Day, and Closing day and any/all DBGS hosted tournaments and events.
(Board may be required to assist with Registration/Uniform Fittings.)
- G) Failure to actively participate in General Board Duties shall result in suspension from all league functions and/or removal from Board position.
- H) All Board Members shall meet the USA Softball and DBGS background standards.
- I) All Board Members must be at least 21 years of age or older and have a current or past player in good standing with the league.
- J) Annual Southern California USA Softball Recreation League Conference is mandatory for the Executive Board and New Board Members.

Section 2 – Board Member Responsibilities

Executive Board positions are the elected positions and General Board positions are appointed positions.

Executive Board – Elected Positions

- A. President
- B. 1st Vice President
- C. 2nd Vice President
- D. Secretary
- E. Treasurer

General Board Members – Appointed Positions

- A. Player Representative 6U-8U; 10U-14U
- B. Umpire in Chief (1st Vice President)
- C. Social Media/Publicity
- D. Registrar
- E. Fundraising
- F. Snack Bar Manager
- G. Head Coach
- H. Team Parent Coordinator
- I. Equipment/Field Manager
- J. Member at Large
- K. Uniforms
- L. Webmaster
- M. Event Coordinator
- N. Tournament Director (2nd Vice President)

Elected Executive Board Positions:

PRESIDENT

- A. It shall be the duty of the President to preside at meetings of the Board and General Membership, and to act as a spokesperson overseeing all Board member duties.
- B. The President shall be responsible for signing all league documents unless he or she has delegated the duties to a fellow E-Board member.
- C. He/she shall act as the liaison between the Board and the community.
- D. He/she shall attend or delegate community meetings with Vice President 1 and/or 2 and be responsible for community relations.
- E. Chief executive and presiding officer as Chairperson of the Board of Directors.
- F. Executes all policies and decisions made by the Board.
- G. Coordinates all league activities and oversees all phases of league functions.
- H. Recommends approval and removal of appointees subject to a majority vote of the Executive Board.
- I. Ex-officia member of all committees.
- J. Signs checks in conjunction with the Treasurer and/or another Executive Board Member.
- K. The President is subject to the control of the Board of Directors, he/she shall have general supervision, direction, control of the business affairs of the corporation.
- L. President is a member of the All-Star and Disciplinary Committee.
- M. President shall chair the Executive Committee.

1st VICE PRESIDENT

- A. He/she shall maintain liaison between team personnel in their divisions, with their Division Player Representatives, monitor their activities, and make recommendations for improvements where needed.
- B. In the absence of the President, or at the direction of the President, it shall be the duty of the 1st Vice President to preside at meetings of the Board and General Membership and carry out the responsibilities of the President's office.
- C. Supervises Head Coach and Member at Large.
- D. Signs checks in conjunction with the President and/or Treasurer.
- E. Chairperson of the League Policy Committee
- F. Chairperson of the Bill Swift Award Committee.
- G. Coordinates manager/coach orientation in conjunction with Head Coach and supervises league clinics.
- H. Schedules and reschedules games.
- I. The 1st and or 2nd Vice President shall chair the All-Star and Disciplinary committees.
- J. 1st Vice President shall chair the Rules Committee.
- K. 1st Vice President serves as Umpire in Chief.
- L. Voting board member.

2nd VICE PRESIDENT

- A. In the absence of the President or 1st Vice President, 2nd Vice President presides over Board meetings.
- B. Chairperson of the All-Star Policy Committee and responsible for the execution of the policy.

- C. Chairperson of the Michelle Lardenoit Scholarship Committee.
- D. Works with other officers and committee members as directed by the President.
- E. Applies for all field permits and attends the city allocation meeting.
- F. Coordinates and supervises Division Player Representatives regarding effective communication, scheduling meetings, etc.
- G. Supervises Field/Equipment Manager and Event Coordinator.
- H. Supervises Umpire in Chief
- I. The 1st and or 2nd Vice President shall chair the All-Star and Disciplinary committees.
- J. 2nd Vice President serves as Tournament Director.
- K. Voting board member.

TREASURER

- A. The Treasurer shall provide the Board with a preliminary budget that may be used as a guide for final approval after necessary changes are made by the Board.
- B. He/she shall maintain the league funds and keep accurate records.
- C. He/she shall be responsible for the disbursement of league funds and shall provide an itemized statement containing all monthly expenditures at each monthly Board meeting, and at the expiration of his/her term in office to the leagues accountant.
- D. All financial transactions must be authorized by Executive Board members according to the By-Laws.
- E. He/she will also be responsible for coordinating payment to umpires for their services with the Umpire in Chief.
- F. Deposits all funds in the league bank account.
- G. Signs and issues all checks in conjunction with the President and/or 1st Vice President.
- H. Prepares the operating budget based on data submitted by various committee Chairpersons and submits to the voting Board for approval.
- I. Supplies the Executive Board with a copy of the Treasurer's report at all Board meetings.
- J. Arranges for annual audit and submits all necessary records.
- K. Verifies the filing of all necessary State and Federal tax forms.
- L. Prepares umpire fees as directed.
- M. Prepares snack bar start-up cash for till.
- N. Supervises Fundraiser and Snack Bar Manager positions.
- O. Member of the Executive Committee.
- P. Voting board member.

SECRETARY

- A. Shall be responsible for recording the minutes of monthly Board and General Membership meetings, notifying Board members of meetings, and for preparing and distributing minutes at the next scheduled Board meeting.
- B. He/she shall keep a record of Board member attendance and prepare the ballots for voting.
- C. Keeps a copy of all Board Meeting minutes.
- D. Maintains the League records including By-Laws, policies, and rules with any amendments to the documents properly recorded.
- E. Keeps a file of all committee reports.
- F. Conducts all general correspondence of the league.
- G. Distributes minutes on or before the next regularly scheduled Board Meeting.

- H. Picks up and distributes mail from the post office box.
- I. Checks suggestion messages frequently and contacts the appropriate person.
- J. Supervises Social Media/ Publicity, Registrar, and registration process.
- K. Member of the Executive Committee.
- L. Voting board member.

Appointed General Board Positions:

PLAYER REPRESENTATIVES 6U – 8U, and 10U – 14U

- A. Holds manager/coach meetings as required to discuss league business and disseminate information.
- B. Conducts try-outs for respective divisions.
- C. Assists the Head Coach with clinics.
- D. Maintains constant contact with managers to ensure deadlines and announcements are made on time.
- E. Conducts draft for respective divisions.
- F. Acts as liaison between player/parent and manager and/or 2nd Vice President.
- G. Player Representatives are members of the Rules, All-Star, Select and Disciplinary Committees.
- H. Reports to the 2nd Vice President.
- I. Voting board member.

UMPIRE IN CHIEF

- A. 1st Vice President is named as Umpire in Chief.
- B. Schedule umpires for all games.
- C. Holds meetings for the purpose of exchanging information or rule interpretation.
- D. Coordinates distribution of the official rules to all managers and coaches.
- E. Provides the plan for payment of umpires, subject to Board approval.
- F. He/she will also be responsible to coordinate payment with the Treasurer to umpires for their services and execute payment.
- G. Reports to 2nd Vice President
- H. 1st Vice President is a voting board member. (No extra vote.

SOCIAL MEDIA/ PUBLICITY

- A. Post ALL announcements and updates via Facebook and Instagram regarding league sign-ups, team standings, etc. (Posts on social media platforms must be done at least 3x's a week or as directed by the Board.)
- B. Provides recognition to the public of the leagues' existence through participation in community activities.
- C. He/she shall distribute approved fliers and registration information to local schools.
- D. Social Media/Publicity and Webmaster will coordinate creation and distribution of ALL league fliers.
- E. Monitor DM messages frequently and contact the appropriate person.
- F. Responsible for the Spring Yearbook.
- G. Reports to the Secretary.

H. Voting board member.

REGISTRAR

- A. Sets dates for registration.
- B. Arranges for location/time where registration will take place.
- C. Coordinates with Social Media/Publicity and Webmaster to advertise times/dates/places of registration.
- D. Purchases and maintains inventory of registration forms and other 'props' for registration.
- E. Transfers registration fees and registration forms to the Treasurer. Assists in balancing money received.
- F. Maintains registration database and develops appropriate reports.
- G. Maintains one copy of each registration form, code of conduct, and medical waiver for each player.
- H. He/she shall oversee player registration for Spring, Fall, and All-Star seasons, player skills assessment, player draft (including player waiting list) and team placement.
- I. He/she shall maintain insurance on all registered players.
- J. Coordinates background clearance and Safe Sport for all volunteers participating in the league.
- K. Distributes ID cards, championship rosters, and insurance to all managers.
- L. He/she shall act as the liaison between managers, parents, and players.
- M. Registrar is a member of both Disciplinary and Executive committees.
- N. Reports to the Secretary.
- O. Voting board member.

FUNDRAISING

- A. He/she shall oversee all activities that involve the raising of league funds, including projecting the net income of each activity.
- B. He/she shall work in conjunction with the league Treasurer for deposit of all money.
- C. He/she shall maintain the accurate records of fundraising funds.
- D. He/she shall be responsible for the disbursement of fundraising funds.
- E. Submits a detailed accounting for all fund-raising projects in progress and submits an itemized written accounting upon completion of each project.
- F. Supervises the Snack Bar Manager and Team Parents Coordinator
- G. Host monthly league restaurant fundraisers.
- H. Works in concert with Event Coordinator and Team Parent.
- I. Reports to the Treasurer.
- J. Voting board member.

SNACK BAR MANAGER

- A. He/she shall be responsible to assign volunteers and team parents to work the snack bar(s), and maintain an accurate inventory of all products, and monies. Monies shall be counted and signed for by the Board member assigned open/close snack bar duty, along with one (1) other adult working the snack bar at the close of the day. Snack Bar money shall be logged and dropped according to Snack Bar Policy.

- B. Shall provide an itemized statement containing all monthly expenditures at each monthly meeting with appropriate documentation. All menus, pricing, and suppliers shall have Treasurer and Fundraiser approval for any sales or purchases.
- C. Obtains health permits for all snack bars ensuring everything is up to code according to Los Angeles County.
- D. Oversees setting up and breaking down all snack bars at the start/end of each season.
- E. Monitors weekly team schedules and coordinates snack bar sign-ups.
- F. Coordinates with the Treasurer to reimburse teen/parent payouts.
- G. Creates menus and flyers for each season and special league events.
- H. Snack bar will be open for all home games, league and community events approved by the Board.
- I. Snack Bar Manager may have up to (2) two assistants that are non-Board members that can manage, hold a key, and open/close the snack bar.
- J. Reports to the Treasurer.
- K. Voting board member.

HEAD COACH

- A. Oversees selection of all managers and coaches along with the Executive Board.
- B. He/she shall oversee the evaluation and recommendation of all managers for all divisions.
- C. Maintains and updates the managers/coaches' manual.
- D. Organizes managers/coaches' clinics.
- E. Provides ongoing direction for the managers throughout the season.
- F. Coordinates try-outs with the assistance of Player Representatives.
- G. Develops and maintains the safety procedure manual.
- H. Evaluates players at ALL assessments.
- I. Member of the Rules, All-Star, Select, and Disciplinary committees.
- J. Reports to the 1st Vice President.
- K. Voting board member.

TEAM PARENT COORDINATOR

- A. Conducts orientation meetings and organizes pre-season packets for all team parents for Fall, Spring and All-Star seasons.
- B. Holds team parent meetings as necessary to disseminate information regarding fundraising, sponsors, etc.
- C. Coordinates fund-raising activities with Team Parents and Fundraising Chairperson.
- D. He/she shall actively support team parents ensuring each team has a sponsor. All sponsors must be league approved. All sponsor funds must be issued to the league. Any team violating this policy shall be subject to game forfeiture and/or suspension/dismissal of a manager or coach. Additional sponsorships should be secured to include year-round activities such as tournaments, all stars, etc.
- E. He/she shall oversee the designing and purchasing of awards for all league functions (i.e. tournaments, Spring ball, and Fall ball) with approval from the Board.
- F. Coordinates Spring Photos. (Contacts vendors and creates team schedules.)
- G. Works with Event Coordinator and Tournament Director to gather parent volunteers for ALL league events/ tournaments.

- H. Reports to Fundraiser.
- I. Voting board member.

EQUIPMENT/FIELD MANAGER

- A. He/she shall maintain the quality of the fields and equipment storage bins during the season in cooperation with the 2nd Vice President and the city of Diamond Bar.
- B. Upon taking office, he/she shall do an inventory of all equipment and submit it to the Board.
- C. He/she shall attempt to attain three (3) quotes to the Board for approval, and purchase all necessary equipment as allowed by the budget guidelines.
- D. He/she shall oversee the maintenance and care of all league fields weekly before scheduled games.
- E. Inventories all field supplies in the facility storage bins for proper game setup and shall be responsible for the maintenance, storage, inventory, distribution, and collection of all League equipment.
- F. Develops and submits to the Treasurer a detailed budget identifying the quantity and cost of the equipment required to accommodate the sign-ups projected by the Executive Board.
- G. Ensures that pitching mounds, bases, rakes, hoses, and all other field maintenance equipment is in good working condition.
- H. Reports all dangerous and adverse field conditions to the City and issues communication as necessary.
- I. Holds a field preparation day/training clinic at the beginning of every season for all field prep volunteers.
- J. Maintains the relationship with the City for field maintenance and improvements.
- K. Maintains a written record of equipment owned by the league.
- L. Maintains and distributes first aid kits to each team manager and snack bar.
- M. If deemed necessary, he/she may appoint an assistant[s] with Board approval.
- N. Reports to the 2nd Vice President.
- O. Voting board member.

MEMBER AT LARGE

- A. Trains league scorekeepers and holds a minimum of one (1) scorekeeper's clinic prior to the start of each season.
- B. Purchases scorebooks/cards and any other necessary forms and materials.
- C. Checks scorebooks/cards for proper pitching eligibility and player eligibility.
- D. Completes any duties assigned by any DBGS Softball Board Member or Committee Chair.
- E. Assist with All-Star Tournament coordination.
- F. Reports to the 1st Vice President.
- G. Voting board member.

UNIFORMS

- A. Budgets and orders uniforms for league players and staff.
- B. Coordinates uniform fittings.
- C. Manages sales during Opening Day, Spring, Fall, and at league events.

- D. Coordinates, manages, and distributes Spirit Wear for the league.
- E. Distributes uniforms to Team Parent Coordinator.
- F. Submits uniform designs for Board Approval.
- G. Coordinates equipment and uniform exchange at the beginning of every season.
- H. Reports to Fundraiser.
- I. Voting board member.

WEBMASTER

- A. Shall work with Social Media/Publicity, Registration & Fundraising.
- B. Manages and updates the website.
- C. Ensures league news is updated on a regular basis.
- D. Maintains and posts relevant league documents and information regarding league activities.
- E. Ensures that the domains are current.
- F. Displays league sponsors on website.
- G. Creates league emails for appropriate chairs and submits master list to Secretary.
- H. Social Media/Publicity and Webmaster will coordinate creation and distribution of ALL league fliers.
- I. Reports to the President.
- J. Voting board member.

EVENT COORDINATOR

- A. Responsible for overseeing all DBGS hosted events. (Opening Day, Closing Day, Trunk-o-Treat, Movie Night, etc.)
- B. Coordinates and schedules with outside vendors for all events.
- C. Coordinates with Treasure to ensure all invoices and contracts are paid.
- D. Works with Team Parents Coordinator to fulfill volunteer positions.
- E. Coordinates with the City for event and vendor approval.
- F. Works with Social Media/Publicity and Webmaster to advertise events.
- G. Arranges necessary equipment and supplies for each event.
- H. Maintains inventory of all equipment used for events.
- I. Reports to the 2nd Vice President.
- J. Voting board member.

TOURNAMENT DIRECTOR

- A. 2nd Vice President is named as Tournament Director.
- B. Shall be responsible for planning, organizing, and executing activities for all DBGS hosted tournaments.
- C. In charge of planning and submitting a budget for Board approval.
- D. Shall work with ALL Board Members to organize DBGS hosted tournaments.
- E. Member of the Rules Committee.
- F. Reports to the President.
- G. 2nd Vice President is a voting board member. (No extra vote.)

