



Coach, Officer, Parent Representative, and Committee Member Descriptions

Coaches:

Quality coaches work on themselves as much as they work with players. They are open to new ideas and philosophies. They study coaching seriously and take coaching seriously. They care about the players and their families. Diamond Fever strives to have the best coaches, and we are always looking for new coaching talent in our organization-- talent that may even need a bit of training. Diamond Fever requires nothing less than the following standards:

- Displays commitment (through time and integrity) and understanding of the value of hard work and personal growth for both the coach and players
- Has a broad vision of the organization's mission to nurture and mold each player to reach the 18U/college level
- Understands tenets of softball rules and regulations and has a talent for teaching/coaching
- Communicates well with players and parents, encouraging them to follow the Player/Parent Contract and understand the organization's mission
- Offers willingness to help other coaches and teams, encouraging players to strive for the next level and the best competition, winning aside
- Shows responsibility for the facility: cutting on/off lights, locking up, dragging fields, mowing as needed, picking up and taking away trash, either by doing the work him/herself or designating parents/players to assist
- Maintains yearly background checks and ASA certification

Board Officers:

The following descriptions do not reflect the enormity of these positions. A board member's position is *not* one of honor, but of hard work. Board members need to understand and represent Diamond Fever's long-term mission of building and improving the facility and creating excellence in a player's athleticism, servitude, and academia. The mission is not based on a one-year plan; it is based on sustainability, making sure the facility and the philosophy are preserved for many years to come.

Diamond Fever Board: The board of directors shall meet no less than quarterly. The board of directors consists of the following: president, vice-president, financial officer(s), secretary, coaches of each team, parent representatives of each team. Each position, except for the president, has voting rights if the person has been a part of the Diamond Fever organization for over a year. The president may vote in the event of a tie. The board also encourages the chairmen of each committee and any project managers to attend the meetings. During the January 11, 2015 meeting, the board voted unanimously to hold "open meetings" to encourage all Diamond Fever members to attend. The hope is to encourage communication, teamwork, and accountability.

Diamond Fever Executive Board of Directors (EBOD): The EBOD consists of the officers, one coach, and one parent representative. The coach and parent representatives would be the senior members of their respected area or the next-in-line should they not be able or wish to serve. The EBOD would handle the "nuts and bolts" of the organization's everyday business. The EBOD shall meet as needed during the off months. The president may call for additional meetings as deemed necessary. The EBOD has no voting rights within their meetings and must present all items that require a vote to the full board.

Board Officers:

- President
 - Preside over all board meetings and handle concerns/ideas as they are presented
 - Organize and oversee that all matters pertaining to facility security and improvement remain up-to-date, including financial (budget, taxes, etc.) and legal (policy, land ownership, 501(c) status)
 - Organize and oversee all facility improvements
 - Legal, real estate, and financial knowledge is helpful.
- Vice-president
 - Attend all board meetings
 - Assist the president in all his/her duties
 - Lead board members in President's absence
 - Legal, real estate, and financial knowledge is helpful.
- Financial Officer
 - Handle **all** the monetary responsibilities for the organization
 - Offer a printed and current financial update at all board meetings
 - Collect and deposit in a timely manner all fees, fundraising monies, and apparel orders
 - Pay all facility bills, including taxes, tournament fees, apparel orders, maintenance bills, etc
 - File yearly taxes or secure an accountant to take care of this responsibility
 - Financial knowledge and impeccable organizational skills are a MUST.
- Secretary
 - Record all minutes for each meeting and offer printed/electronic copies to all members in attendance of board members
 - Create the yearly informational folder for all organization members
 - Offer written/electronic/spoken correspondence to the community and organization members as needed. This responsibility may include organization letters/emails, grant-writing, newspaper/radio/TV communication.
 - Create an updated contact list for the organization.
 - Organize the policy manual, minutes, and team forms in the storage building.
 - Strong writing and organizational skills are helpful.

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Parent Representatives:

- **Attend ALL board meetings or offers a replacement in absence**
- Communicate board information (responsibilities, concerns, ideas) to all families on respective team
- Communicate information (responsibilities, concerns, ideas) from the respective team to the board
- Ensure representatives of other committees on the team follow through with responsibilities

**The Coach of the team appoints this position yearly. If a parent is interested in this position, he/she should let the coach know.*

Committee Members:

The Diamond Fever board requires a committee report and encourages each committee to offer a representative at the executive board meetings as needed or requested. Committee members do not have board voting rights.

Maintenance/Building and Grounds Committee

- Set/Submit the Maintenance/Building and Grounds budget proposal to the Board
- Set schedule for family work weeks
 - Dragging of Fields
 - Mowing all grass areas
 - Maintaining bathrooms (clean, stock paper)

- Cleaning meeting room
 - Obtain quotations for equipment for future improvements to fields or buildings
 - Organize/propose construction, destruction and maintenance of fields and buildings
- *Committee consists of two members from each team*

Media Committee

- Submit newspaper write-ups on tournament play and upcoming events(uniform/consistency a must)
- Contact web-master with information for the website
- Work with other members to get information exposed to wider area
- Advertise events

**Committee consists of one member from each team. Will report to web-master*

Web-Master

Placement of information on the website (Facebook Page or Diamond Fever page)

- Articles about tournaments played
- Update player profiles
- Upcoming tournaments and special events
- All team and action photos
- Sponsor and appreciation information
- Compilation of past player profiles

**Web-master is an appointed position by the board and reports to the board*

Fundraising Committee

- Create a long term fundraiser plan and goals for the plan
- Create a fundraiser schedule designed to assist parents with fees needs
- Present all fundraising ideas to the chair of the Finance Committee
- Distribute information and products to each team member
- Work with web-master/media committee on advertisements for each fundraiser

**Committee consists of two members from each team*

Uniform/Equipment/Apparel Manager

- Responsible for:
 - Collecting information for ordering and then distribution of uniforms
 - Procuring any uniform items that are not included with uniforms (socks, visors, etc)
 - Recording, issuing and organizing return of Diamond Fever helmets
 - Organizing Fall/Spring apparel and Diamond Fever paraphernalia orders

**Committee consists of one member from each team*

Social Committee

- Organizes functions, such as cookouts and Christmas party
- Secures location of event and theme or decoration if necessary
- Oversees prep or obtaining of food/drink
- Sends letters of appreciation for service (players, coaches, etc)
- Sends get well and sympathy cards
- Organizes solicitation of donations from companies items for gift bags for World Series, etc

**Committee consists of two members from each team*