



Naperville Diamonds Softball Association Manager's Handbook



TABLE OF CONTENTS

Welcome Letter from NDSA President	3
Mission Statement	4
Parent Code of Ethics	5
Player Code of Ethics	7
Activities by Month	8
Team Breakdowns and Fees	9
College Exposure & Tournament A Teams	9
Tournament B Teams	10
League In-House Teams	11
Chips Teams	12
Team Budget and Spending Plan	13
Refund Policy	14
Player Selection Process	15
Tryouts	16
Manager Selection Process	17
Manager Responsibility/Team Organization	18
The Southwest Suburban League (SWS)	19
Registration and Payment Methods	20
Team Equipment	21
Player Equipment	22
Uniforms	23
Indoor Practices	24-25
Outdoor Practices	26
Fall Ball	26
Playing on Game Day	27
Fields, Umpires and Lights	28-29
Team Fundraising	30-33
Crisis Communication Plan	34

WELCOME LETTER FROM RON KUNKEL, NDSA PRESIDENT

Congratulations and thank you!

As you begin your tenure as a manager or assistant coach with the Naperville Diamonds, I want to welcome you to our organization. On behalf of our players, our parents, our sponsors, all of our coaches and our Board of Directors, we sincerely appreciate that you have decided to be a part of your team's leadership organization – and we thank you for your commitment and dedication.

While we've made a substantial effort to bring together all of the information you will need to oversee your team, there is bound to be something you may experience that is not included within the pages of this handbook. As you'll see, becoming a manager or assistant with the Naperville Diamonds gives you the opportunity to coach alongside people who have been around softball for many years – or those who may be just joining our organization. The point being that you have so many more resources available to you beyond this handbook. I would encourage you to always take advantage of these resources and learn from those who have been down the road you are currently on.

As the president of the Naperville Diamonds, I view each of the leadership and support positions within our organization very seriously. From the first day you meet with your team, you represent one of the largest girls fast pitch organizations in the state. The Board of Directors and support staff has worked diligently over the past several years to ensure the Naperville Diamonds experience benefits everyone involved – from our players to our parents to our coaches. And we have every expectation that you will continue to deliver on this experience.

As you go through the book, and through your season, please feel free to reach out to me, any of our board members or a fellow coach to answer any questions you have or to understand the process by which the Naperville Diamonds organization is run. Again, we sincerely appreciate your dedication and commitment to our players and parents – and wish you all the best as you begin your journey with our organization.

Sincerely,

Ron Kunkel
President
Naperville Diamonds Softball Association

MISSION STATEMENT

Established in 1994, the Naperville Diamonds is a competitive girls' fast pitch softball program for players 7-18 years of age. It is our philosophy to provide girls the opportunity to play competitive, fast pitch softball at levels consistent with their skills. Our program stresses development of softball skills and strives to build each player's self-esteem through team sport. Our teams, and the placement of players, are designed to foster an environment where the players will gain a sense of accomplishment, develop good sportsmanship and team work.

Competitive teams and competition in softball requires not only our commitment to the players to provide the best atmosphere possible for them to showcase their skills and talents, but a similar commitment from players to play competitively and be active participants in Diamond functions, team meetings, practices, games and tournaments. An additional commitment to volunteer in Diamonds activities is desired from the parents and families of our players. We are a volunteer organization.

Competition, naturally, can be measured by wins and losses, player statistics and trophies. Wins and losses, however, seldom govern the decisions made by our organization. The Diamonds Board devotes hundreds of hours of personal time deciding matters that, we believe, benefit players and the long term goals of the Diamonds. While ultimately statistics may determine what team a player is assigned from one season to another, our coaches do not govern their team decisions solely on the basis of statistical data. We display our trophies proudly as a representative of the hard work and commitment made by our teams, organization, families and patrons.

Consistent with this Mission Statement is our desire to develop excellent softball players. Most of the junior varsity and varsity softball players in the area high schools play for the Diamonds. Many of them attain All Conference, Most Valuable Player and similar honors at these schools. Many of our alumni play softball for various universities and colleges. We feature College Exposure and Tournament Teams as representative of our elite softball players. These teams travel throughout the Illinois and the United States to play softball against similarly talented teams. Tournament B teams play in "B" level Tournaments and also travel throughout Illinois and the United States. Unlike other softball programs, the Diamonds also offer developmental teams in our SWS League (In-House) teams and we are extremely proud of our CHIP program (8 and under league).

We group teams in one and two-year increments where it makes sense, age levels of 8U through 18U. Our CHIPS program is a developmental program for 8U. Age cut off is January 1 for all levels. Often, the hardest decision that the Diamonds have to make is the number of developmental or in-house teams and players. The problem we face is simple: Our ability to field SWS teams is limited to the number of qualified managers on hand. We are one of the first organizations in the area to make this statement to our players and their families.

Parent Code of Ethics

**(THESE ARE SIGNED ELECTRONICALLY THROUGH
SPORTS SIGN-UP DURING REGISTRATION)**

PLAYER NAME _____

MANAGER _____

**SOUTHWEST SUBURBAN GIRLS FASTPITCH LEAGUE/
NAPERVILLE DIAMONDS SOFTBALL ASSOCIATION
PARENTS CODE OF ETHICS**

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents Code of Ethics.

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will use appropriate language in appropriate tones at all times.
- I will insist my child play in a safe and healthy environment.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sport event.
- I will demand a sports environment that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sport events.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all. I agree to wait 24 hours after an event to help take the emotion out of the situation before I bring any concerns or complaints regarding a specific event to the attention of the Manager, NDSA official, or NDSA President.
- I will do my best to make youth sports fun for my child.
- I will remember that the game is for the youth and not the adults.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, creed, sex or ability.
- Any equipment provided to my daughter by NDSA, is the property of NDSA and shall be returned to NDSA when requested by the Manager or NDSA.
- I will honor and pay all financial commitments to NDSA softball program. The undersigned agrees to pay in full all fees for training, coaching, uniforms, travel, administrative, Team Fee and other reasonably assessed fees by a Manager and/or the NDSA (collectively "Player's Expense"), effective the day this agreement is signed. Failure to pay any portion of the fees will result in suspension of your child until payments are made. Any exception made to the full payment of Team Fees or Player Expense can only be approved by the Board, with the Treasurer's recommendation. It is further acknowledged that I agree to pay a late fee of \$50.00, if I fail to pay fees of my daughter by Dec. 1. Any payment that is not honored by NDSA's bank will result in an additional fee of \$25 plus the costs incurred by NDSA. If I fail to pay my daughter's Player

Expense (or if I fail to return any equipment of the NDSA), I will pay all costs of collection, including, if necessary, collection company fees, attorney's fees and costs of litigation to secure such payments in full (or to secure the return of NDSA equipment). I agree that I may not offset payments, reduce or take a credit for other payments I have made to NDSA for uniforms, Spirit Wear, equipment or for participation in a NDSA Scheduled Activity for a player's Team Fee or other Player Expense without the expressed written consent of the Treasurer of the NDSA.

- Allow the NDSA to use the likeness of my child or their name from time to time on the web site or in a newspaper. By initialing this line, I am authorizing the NDSA to use my child's likeness or name on the Association's web site or in newspaper articles providing the likeness cannot be identified by a name or player number. Further your authorization, permits the NDSA, in its sole discretion, the ability to prevent third parties from using your child's likeness or name at Scheduled Activities without the consent and approval of the President of the NDSA:

○ **Initial: Yes** _____ **No** _____

It is the Association's intent that these guidelines answer many of your questions and detail your obligations, financial and otherwise, as a parent of a NDSA/SWS player. Thank you for participating with the NDSA. Your signature acknowledges your understating of the aforesaid obligations and your agreement to abide by each and every obligation and your payment of Player Expenses as defined hereinabove.

Print Player's Name

Player's Signature

Date Signed

Print Parent and/or Guardian Name

Parent and/or Guardian Signature

Date Signed

Player Code of Ethics

**(THESE ARE SIGNED ELECTRONICALLY THROUGH
SPORTS SIGN-UP DURING REGISTRATION)**

PLAYER NAME _____

MANAGER NAME _____

**SOUTHWEST SUBURBAN GIRLS FASTPITCH LEAGUE "SWS"/
NAPERVILLE DIAMONDS SOFTBALL ASSOCIATION "NDSA"
PLAYERS CODE OF ETHICS**

I, as a player of Naperville Diamonds Softball Association "NDSA" agree to follow all of the guidelines set forth in the following NDSA/SWS "Code of Ethics":

- I will demonstrate good sportsmanship to all players, coaches and officials regardless of race, creed, sex or ability and pledge to treat others as I would like to be treated.
- I will use appropriate language in appropriate tones at all times when interacting with parents, players, coaches, officials and spectators.
- I will be knowledgeable in the rules of softball and will abide by and be supportive of those rules, regulations and policies as well as the spirit of those rules.
- I will resist any temptation to use drugs, tobacco and alcohol.
- I will represent my team, community and league in a gracious and courteous manner at all times remembering my behavior will help to form a lasting image of them, whether it be positive or negative.
- I will remember that I am a youth softball player and that the game is for the players and will do my best to uphold the integrity of the sport.
- I will exhibit gracious acceptance of defeat or victory.
- I will discourage illegal contact or intentional dangerous play.

As a player of NDSA, I agree to follow these additional code of ethics:

- I will actively participate in all scheduled practices, training sessions, games, and tournaments set forth by the coach. The player will do her best to attend all practices, training sessions and games. She also recognizes that other outside commitments must be considered by the player so that they do not negatively impact her growth as a softball player on the team.
- I will recognize that playing time in games may not be equally divided amongst all team members. The coaching staff will determine all playing time based on skill, commitment, and game situations. Each player must earn her position and playing time during practices, training sessions, including a team's scheduled winter training and NDSA-sponsored camps.

I hereby pledge to fulfill my obligation as a player of Naperville Diamonds Softball Association "NDSA" in the Southwest Suburban Girls Fastpitch League by following this Players Code of Ethics.

_____ Date _____

Player Signature

Activities by Month

August/September	Teams Form, Spirit Wear Sales
October	Games and Practices Continue
November	Indoor Training begins
December	Indoor Training Continues
January	Indoor Training Continues Uniform Day
February	Indoor Training Continues
March	Indoor Training Continues
April	Outdoor Practices and Games Begin
May	SWS Season to Begin
June	Practices and Games Continue
July	Practices, Games and Tournaments Come to End SWS Season Ends
August	Tryouts

TEAM BREAKDOWNS AND FEES - Payment Options for Season Registration: Pay in full at time of registration or elect to pay 50% at time of registration and then 50% on or before Oct. 1. If registration fees are not paid in full on or before Oct. 1, the player will be suspended and will not be rostered or insured and will not be allowed to participate in NDSA sponsored training or games. A late fee of \$50 will be assessed to reinstate the player.

College Exposure

- 7 or more A and A/B level tournaments
- Friendly games played as scheduled by the manager
- One or more practices a week as scheduled by the manager
- Weekly indoor winter training
- Fees – (Uniform fees not included)

Tournament A Teams: (Fees available on website)

- 7 or more A and A/B level tournaments
- Friendly games played as scheduled by the manager
- One or more practices a week as scheduled by the manager
- Weekly indoor winter training
- Fees – (Uniform fees not included)

College Exposure and A Level teams do not play in the SWS and may choose to play a mix of “friendly” games as well as tournaments. Talk to your tournament coordinator for ideas as to which tournaments may best suit your team. These are our most competitive level that a Diamonds player may play. Tournament team players usually commit to playing 50-80 games, or more, during a season. “Friendly Games” are played locally and usually number 20. Approximately one-half of the Friendly Games will be played in Naperville. The remaining games will be played in tournaments (usually running from Thursday to Sunday) selected by the Manager. Most tournaments are located within one and one-half hours of Naperville but many teams play in at least one tournament requiring overnight lodging. Tournaments are offered throughout the year including the winter months. A Tournament team player should anticipate extensive practices throughout the year as well as attending special clinics and camps. The goal of a Tournament team is to attend a national or Regional Tournament. Tournament Teams usually play in “A” level tournaments which attract the best players in the area. The actual cost could be lower or higher due to team sponsors/advertisers, additional team functions and games, camps, clinics and equipment/uniform requirements, overnight travel and lodging expenses (player and family), college exposure camps, fall and winter leagues, fall games and additional tournaments. Additional costs are usually decided by the manager with discussions with players and families.

SANCTIONED ORGANIZATIONS- Please visit the following websites for tournament dates, rules or more information. Also, feel free to contact your tournament or leagues coordinator for more information.

- SWS** www.swsfastpitch.com
- USSSA** www.ussa.com and www.ilusssa.com
- NSA** www.illinoisnsa.com and www.playnsa.com
- PGF** www.premiergirlsfastpitch.com
- ASA** www.asasoftball.com

Tournament B (SWS Travel) Teams: (Fees available on website)

- 3 or more B-level tournaments
- Will play a 20 game season in the Southwest Suburban Travel division - including a season end tournament (confirm with manager)
- One or more practices a week as scheduled by the manager
- Weekly indoor winter training
- Fees – (Uniform fees not included)

Tournament B teams will play a 20-game SWS schedule. This schedule will be coordinated between your Tournament B or League coordinator and the SWS. Tournament B team games will be scheduled Monday through Thursday evenings, leaving the weekends open for tournament play.

An SWS 'B' Travel Tournament Team Player should expect to face equal or better competition during the season especially with respect to pitching. Players usually commit to playing 40 to 60 games, or more, during a season. A SWS Travel Tournament Team will play 20 "Friendly Games" in the SWS Travel division locally and then enter 3 or more tournaments plus the end of year SWS Travel Tournament. Most tournaments are located within one and one-half hours of Naperville but could be farther away. Some teams may play a tournament requiring overnight lodging. The team's season varies by team and age group. Tournaments are offered throughout the spring and summer. A player should anticipate practices throughout the spring and summer. Plus, a player should anticipate practices throughout the year as well as attending special clinics and camps. The goal of an SWS Travel Tournament Team is to be competitive with local and regional tournament teams. They often play in "B" level tournaments which attract the players of various degrees of softball skills. The Diamonds have sole discretion as to the placement of players on SWS Travel Tournament teams despite special requests of Managers, coaches, players and parents. Playing time on SWS Travel Tournament teams is usually determined by the manager and can vary significantly from player to player based upon skill and game circumstances especially when the team is in the elimination round of a tournament. The actual cost could be significantly different due to team supporters (advertisers), additional team functions and games, camps, clinics and equipment/uniform requirements, overnight travel and lodging expenses (player and family), college exposure camps, falls and winter leagues, fall games and additional tournaments. Additional costs are usually decided by the manager with discussions with players and families.

Tournament B managers should speak to their respective coordinators to determine the best tournaments to play in. Websites for the USSSA, PGF and ASA list all tournaments available to play in as they become scheduled. Visit these web sites to plan your tournament schedule.

SANCTIONED ORGANIZATIONS - Please visit the following websites for tournament dates, rules or more information. Also, feel free to contact your tournament or leagues coordinator for more information.

SWS www.swsfastpitch.com

USSSA www.ussa.com and www.ilusssa.com

NSA www.illinoisnsa.com and www.playnsa.com

PGF www.premiergirlsfastpitch.com

ASA www.asasoftball.com

League (In-House) Teams: (Fees available on website)

- 2 B- or C-level tournaments
- Will play a 20 game season in the Southwest Suburban League division including a season ending tournament
- One or more practices a week as scheduled by the manager
- Weekly indoor winter training
- Fees – (Uniform fees not included)

An SWS League (In-House) team is a competitive team. A SWS In-House team or player usually commits to playing 30-40 games during a season. Games are played in conjunction with the Southwest Suburban Softball League (commonly referred to as the SWS) and are therefore local. The SWS has specific rules concerning playing time and everyone is eligible to bat in the game. Approximately one-half of the games will be played in Naperville. The remaining games will be played in the surrounding communities. Each team will play at least one tournament (usually running from Thursday to Sunday) selected by her Manager and played locally, in that, overnight lodging is not required. Most teams will then play a second tournament. Some teams, because they are developmental teams, are sometimes allowed to choose a clinic in the area in lieu of an additional tournament. An SWS In-House team's game schedule traditionally season begins in mid-May and ends mid to late July. A SWS In-House team will automatically be eligible to play in the year end SWS In-House Tournament which is also held locally. The Diamonds will field as many SWS teams as we have players and qualified managers and coaches. The Diamonds have sole discretion as to the placement of players on teams despite special requests of Managers, coaches, players and parents. Playing time on SWS In-House teams tends to be more balanced than on Tournament Teams. SWS teams play at the 10U, 12U, 14U, 16U and 18U levels. Fees do not include equipment and uniforms.

Players and their parents will be required to sign Player and Parent Agreements, respectively.

League managers should speak to their respective coordinators to determine the best tournaments to play in. Websites for the USSSA, PGF and ASA list all tournaments available to play in as they become scheduled. Visit these web sites to plan your tournament schedule.

SANCTIONED ORGANIZATIONS

Please visit the following websites for tournament dates, rules or more information. Also, feel free to contact your tournament or leagues coordinator for more information.

SWS www.swsfastpitch.com

USSSA www.ussa.com and www.ilusssa.com

CHIPS Teams: developmental program for the 8U teams (Fees available on website)

- Will play a 20 game season in the Southwest Suburban League including a season end tournament
- Specialized weekly winter training program focused on fundamentals
- Fees – (Uniform fees not included)

The Diamonds added a new age division in 2003-2004, “8 and under” called the Diamond Chips. Chips are girls 7 or 8 years old determined on December 31. If a player is older, then she must play on our 10U Diamonds teams. The Chips program was initiated for families who want their daughters to play Fast Pitch Softball. In addition to playing competitive games, Chips will receive instruction from the Diamond and Chip coaches throughout the fall, winter and spring on Sunday. It should be noted that we have created a competitive structure for this age division which is different from other programs in the area. While your daughter will learn many facets of the game there is no guarantee that she will play every position. The Chip’s first two seasons resulted in the fielding of 6 In-House teams. Each team played 12 regular season games plus one round robin weekend (3 games) against other communities and a Championship, Double Elimination season ending Tournament. Two All-Star teams were selected from Chip players at large. These Chip All Stars competed in two additional tournaments in Glenview and Oak Park. Like our Diamonds teams, we will field as many Chip teams as we have players and qualified managers and coaches. All league games will be played in Naperville. The Chips season begins Mid-May and end in Mid-July. The Diamonds have sole discretion as to the placement of players on teams despite special requests of Managers, coaches, players and parents. Playing time on CHIP teams is balanced. Fun and learning the game is emphasized.

TEAM BUDGET AND SPENDING PLAN

Each team will have a budget it is allowed to spend in the manner outlined below. Essentially, the budget given to the team by the Diamonds is meant to be used for competitive purposes that benefit the ENTIRE team. Use of sponsorship funds is restricted to tournaments, training, and uniforms. Other expenses listed can be funded through fundraisers and additional parent contributions.

NO TEAM MAY KEEP A SEPARATE FUND – ALL MONIES MUST GO THROUGH NDSA BANK ACCOUNTS (Talk to your Tournament or League Coordinator with any questions) – **SEE PAGE 30 FOR FUNDRAISING INFORMATION**

Naperville Diamonds Softball Association Tournament Teams - Finances Grid Updated 09/30/13		
	Competition Budget	Team Funds
Source of Revenue	Player registration fees	<ul style="list-style-type: none"> • Company sponsorships* • Fundraising (SEE PAGE 30) • Additional parent contributions
Amount	<ul style="list-style-type: none"> • Varies by level – reviewed annually by board 	Varies by team
Uses	<ul style="list-style-type: none"> • Friendly games (covers the cost of umpires, fields, and lighting) • Tournament fees registration fees • Qualified post-season national tournaments 	<ul style="list-style-type: none"> • Tournament fees above those the allotment covers • Additional team training • Team supplies above those provided by NDSA (note: durables become property of NDSA upon purchase from team funds) • Out of town meals (if entire team present) – players only • Subsidize costs of national tournaments (i.e. gate passes) • Subsidize costs of player uniforms • Other (to be pre-approved and within not-for-profit / IRS guidelines) • Use of Team funds must benefit entire team
Access to Funds:	Games/tournaments are booked through Admin Director	All monies generated are to be deposited with NDSA promptly. Expenses are either paid directly by NDSA or reimbursed by NDSA (detailed supporting documentation required in all cases)
End of Year balance	No carryover	Carried over if core team stay intact

REFUND POLICY

A refund, if any, of a player's Team Fee rests with sole discretion of the Board. In no event, however, shall the Board authorize any refunds for monies paid for uniforms, Spirit Wear, equipment or for Scheduled Activities in which my daughter participated or had an opportunity to participate. Furthermore, no refund of a player's Team Fee or Player's Expenses shall occur if extenuating circumstances do not exist. Extenuating circumstances are defined as a season ending injury, medical condition, or player(s) family transfers out of the Chicagoland area. In these instances, a \$50 administration fee, plus applicable training or tournament fees will be deducted from the original fee, and the balance shall be refunded to the player(s) family. If the player has a balance of funds still owed to NDSA, the refund due to player(s) family will be adjusted accordingly.

PLAYER SELECTION PROCESS

Leagues and Leagues Draft

In August, the Naperville Diamonds will host a Leagues Tryout Day, with specific dates, times and locations to be announced. Players will be assessed in several categories, including fielding, throwing, hitting and bunting, as well as pitching and catching, if applicable.

Based on this, the managers from the team in each age group will meet and conduct a draft to determine which players are on which team.

While this is considered an open draft, players who have played for a specific coach in the past are given the opportunity to return to that coach's team. If the player has designated that they would like to be put into the draft pool, then that is what will happen.

The draft is conducted in the same manner as any other draft – each manager has the option to select one player and then the next manager picks. Draft order will be determined by the Vice President of the Leagues Division. All managers will be contacted prior to the draft so a common time can be set up.

Tournament A, B and College Exposure

In August, the Naperville Diamonds will host a College Exposure and Tournament Team Tryout Day, with specific dates, times and locations to be announced. Players will be assessed in several categories, including fielding, throwing, hitting and bunting, as well as pitching and catching, if applicable.

Players who have played for a specific coach in the past are given the opportunity to return to that coach's team. If the player has designated that they would like to be put onto another team, then the coaches in that age division will work to make this request happen..

NAPERVILLE DIAMONDS TRYOUTS

For many, their first experience with the Diamonds is at our annual tryouts. **Tryouts are required for all of our players** so that we can determine, at least initially, the size of our Summer Program and the number of teams to field.

Initially, each player will be asked what type of team she wants to try out for: Travel or League. **Each player's tryout number indicates the age division she will most likely play. Age divisions are determined by the age of the player as of Dec. 31.**

Example: If a player is 12 on Dec. 31 she will then tryout at the 12U level. If a player turns 13 the next day (Jan. 1) she will still tryout and be eligible to play at the 12U level. If a player is 13 as of 12/31 then she will tryout at the 14U Level.

After assigned a tryout number, each player's softball skills are assessed by several Diamond coaches for the following abilities: speed, hitting, bunting, slapping, fielding and throwing. Each player will participate in several different stations to determine both infield and outfield skills. Pitchers and catchers will have their additional skills rated by our coaches usually at the end of a tryout session. The Diamonds try to design tryout activities to be appropriate for the age of the players. The initial tryouts are generally two hours long.

When registering for tryouts, players are asked which level they are competing. If a player is not trying out for a tournament team, then the player is considered a SWS League In-House team player. Those players trying out for a Tournament Team generally will be notified immediately of their status. Players to be considered for Tournament teams are usually required to attend a second or third tryout where their coaches will assess their skills through additional activities and possibly game conditions. Tournament coaches select their players first and those players that make the Tournament Team are notified immediately of their status and payment of their team fees are due to hold a spot for them on the Tournament Team. Generally two weeks after initial tryouts the Tournament teams are finalized. A player not chosen by a Tournament Team Manager will be placed in the SWS League In-House draft, if desired.

MANAGER SELECTION PROCESS

Initial Selection

Those interested in becoming a manager for a Naperville Diamonds team should visit the Diamonds website and reach out to the president of the organization to let their intent be known. The Naperville Diamonds Board of Directors will make final decisions as to the manager selection of each team.

On-Going Selection

Following each season, the Naperville Diamonds Board of Directors will review the feedback from the parents of each respective team, as well as progress made by the team and overall accomplishments of the team to decide whether to continue to offer a past manager a future position with the organization.

In addition, each current manager is asked what their intent is in regards to continuing to manager a team with the Naperville Diamonds

The Board of Directors will meet to discuss and their decision will be announced prior to Tryout Day.

To best be considerate of the team, it is a prerequisite that each manager commit to the entire season with their respective Naperville Diamonds. However, the Naperville Diamonds Board of Directors reserves the right to terminate a team manager and/or coach for a variety of reasons, including conduct detrimental to the team, to the well-being of the girls or an overall lack of respect towards the Naperville Diamonds organization.

MANAGER RESPONSIBILITIES AND TEAM ORGANIZATION

Each Diamonds team has the following structure:

1. **Manager.** The Team Manager is responsible for every aspect of the team's play and communicating team and organizational information to the players. He or she is selected by the Board and voted on by the full Board for approval.
2. **Assistant Coach(es).** Are selected by the Manager as an assistant to the manager in running the team and instructing the players. The manager and the assistant coaches are required to have a background check conducted and attend a mandatory number of coaches meetings. The Manager and assistant coaches are covered by our ASA insurance in the event of injury for which no primary insurance coverage exists.

VOLUNTEERS

The job as a team manager can be made significantly easier when you seek assistance with other team responsibilities. The Diamonds are actively seeking parents and families to volunteer for the following activities.

As part of your team, you may seek volunteers for the following positions:

- Tournament-scheduling assistants
- Uniform or Spirit Wear assistants
- Equipment manager assistants
- Training assistants
- Field assistants, especially in the fall
- Tryout assistants
- Team mom or dad
- Assistant webmaster

This list is far from complete and we can find a volunteer job for you that fits your talents and that you can enjoy. So please help us.

SOUTHWEST SUBURBAN GIRLS FASTPITCH LEAGUE (SWS)

The Southwest Suburban Girls Fastpitch League, commonly referred to as the SWS, is for Tournament B teams and League teams from various organizations in the area.

The Southwest Suburban Girls Fastpitch League (SWS) is an association of surrounding community softball organizations, working together to provide a quality softball experience for players in the southwest Chicago metro area. The SWS is committed to operating a program that is equal parts: serious competition, competent instruction, and fun.

Naperville Diamonds' league teams compete in the In-House Division of the SWS. Naperville Diamonds' Tournament B teams compete in the Travel Division of the SWS.

SWS games are played following ASA rules, however, the SWS will provide a list of additional rules to managers at the Managers Meeting prior to the start of the season. Contact your respective Leagues or B Tournament coordinator for the date and time of this meeting. Traditionally, it is held in the later part of April or in early May.

The SWS commissioner for each age level will coordinate the game schedule and distribute this schedule to each manager at the Managers Meeting.

The SWS requires that each team submit a roster online and that birth certificates be made available electronically. You must have a binder with birth certificates, medical releases and insurance certificates at each game. Your respective Leagues or B Tournament coordinator can be contacted for any questions.

At the end of the SWS season, each team will participate in the SWS Tournament for their respective age group. Final standings from the regular season will determine the seedings for the tournament.

Please visit the SWS website (www.swsfastpitch.com) for further details such as; age level specific rules, roster information, game schedules and field locations. In addition, your Leagues or B Tournament coordinator can answer any questions you have.

REGISTRATION AND PAYMENT METHODS

PLAYERS

The Diamonds use Sports Sign Up (SSU) as our registration platform. All players must register online to be rostered on a team. Access the registration system through the Diamonds home page (www.napervillediamonds.com). This is required each year. The player account is an active, ongoing account that is managed by the player and family. Credit card payments are accepted on this system. The registration requires electronic signature of waivers.

MANAGERS AND ASSISTANT COACHES

All managers and coaches must complete two administrative items –

- Register as a volunteer – sign off on waivers (register under personal SSU account)
- Complete background check (complete under personal SSU account) – no charge

PLAYER REQUIRED FORMS

These forms need to be submitted to the manager. Managers must keep these documents with them at all games and practices.

- Signed Medical Release Form – Found on the Diamonds website under “Download Forms”
- Copy of Birth Certificate

DIAMONDS EMAILS

Occasionally, the Diamonds will send informational emails. The emails are obtained through the registration system. Diamond families are responsible for updating personal emails as needed. It is recommended that only parent email addresses are entered into the system and not the player’s.

PLAYER INJURY/SUPPLEMENTAL INSURANCE

Supplementary Insurance will be purchased by NDSA for each rostered player. If a player is injured during practice or a game you should have a NDSA stocked First Aid kit to administer the aid necessary. If further medical treatment is needed, the player’s personal insurance is used to cover the medical cost and the NDSA purchased insurance is a secondary insurance. Managers will receive insurance cards for each rostered player.

TEAM EQUIPMENT

Each team will be supplied with Naperville Diamonds equipment for use during the season. Managers will receive the equipment bag for the season. The Equipment Director will set up dates to pick up the equipment.

Team Equipment provided:

- Equipment bag
- Practice Balls (20 – do not throw away old, used balls)
- Batting Tee
- 1 set of catchers gear
- First Aid Kit
- Player Line-up cards
- Ice Packs
- Score Books
- Game Balls (14 per team – rotate old with new during friendly games - do not give these out as an award at end of game – please use as practice balls)
- Pitching Rubber (remember to pick up after games)
- Softies – for indoor training (18 per team)

Softball sizes

- 10U – 11”
- 12U and up – 12”

Equipment Expense Policy – If a team uses sponsorship money to purchase equipment items, they become the property of NDSA. All equipment must be returned at the end of the season.

PLAYER EQUIPMENT

Each player must have their own fielder's glove suitable for their size and a helmet with a chin strap and a NOCSAE approved face guard. NDSA does not supply helmets.

Each player should have the following equipment:

- Fielder's glove
- Cleats (metal spikes starting at 14U Travel – Leagues metal spikes start at 16U)
- Bat
- Sliding shorts under uniform
- Bat bag
- Sliding knee pads
- Each team will have catcher's gear, however, most catchers prefer to have their own equipment so it fits properly.
- Equipment will be available for purchase through our Uniform/Equipment vendor – equipment also can be purchased where a parent prefers.

Equipment sizing information

- Glove – 10U and under should use an 11 1/2" glove
- Bat – Length – end of bat should be on ground and knob of bat should be an inch above the bend on the arm above the wrist.
- Weight – be careful not to buy a bat that is too big. Player should be able to raise the bat to the shoulder straight out for 15 seconds. Same test to the side for 15 seconds.

UNIFORMS

All NDSA players must order and wear the required Diamond Uniform for their team level; i.e., College Exposure, Tournament A, Tournament B, Southwest Suburban League and Chips. (No Exceptions.)

Required Uniforms:

College Exposure: Determined by College Exposure Administration

Tournament A: Black Jersey (**Fall**)
Red Jersey
Tournament Pants
Socks- Black and/or Red or team can purchase their own style
(Optional: White Jersey, Visor – TBD by manager)

Tournament B: Black Jersey (**Fall- if playing in Fall tournaments**)
Red Jersey
Tournament Pants
Socks- Black and/or Red or team can purchase their own style
(Optional: White Jersey, Visor – TBD by manager)

SWS League: Jersey (**Color TBD by Uniform Director for each team**)
Pants
Socks- Black and/or Red or team can purchase their own style

Chips: Jersey (**Colored TBD by Uniform Director for each team**)
Pants
Socks (**Style TBD by Uniform Director**)
Visor

Calendar for Uniform, Equipment and Spirit Wear Sales:

August: Fall Black Jerseys for Teams playing in Fall tournaments
Fall: Spirit Wear and Equipment Sale
January: Main Uniform Fitting Day, Spirit Wear and Equipment Sale
Spring: Spirit Wear Sale

Each Manager will recruit a Team Uniform Coordinator and forward their name to the Uniform Director.

Team Uniform Coordinator responsibilities are as follows: Work with the NDSA Uniform Director to distribute all correspondence from Uniform Director to team, attend Uniform Fitting Day with team, and pick up your teams uniforms from vendor when ready and distribute to team.

INDOOR PRACTICES

The Naperville Diamonds conduct indoor training and practices at The Diamond Mine. The Naperville Diamonds Training Director will send out a spread sheet with a list of available dates, times and locations for indoor training. Each team's manager will have a chance to select from these available slots, based on the allowed number of indoor practices and batting cage sessions.

The amount of times available to each team varies based on the level of the team – this is determined and communicated to coaches prior to each season.

Indoor Practice General Guidelines

- ◆ The Diamond Mine has its own set of rules and guidelines which are posted at the facility. Always wear indoor shoes – never cleats.
- ◆ Be respectful of teams before and after you and do not occupy their times.
- ◆ Always clean up after your team. Ensure that all equipment and trash is removed from your practice location. Help other teams, if you find equipment please notify the Training Coordinator immediately. Please dispose of trash left by other teams.
- ◆ Times are subject to change.
 - Changes will be based on majority occupancy.
 - Generally you will be notified at the end of the previous month, except in the event of last minute cancellations. In that case you will receive as much notice as possible.
- ◆ Do not enter any additional school spaces unless expressly allowed by either myself or a school employee.
- ◆ Hard balls are allowed.
- ◆ Only designated balls can be used in the Hack Attack machine (the machine that throws fastballs, curves and screws). Use of other balls will damage the machine.

Cancellation/Additional Times

- ◆ If you are unable to use your scheduled time (either regular or additional times) please contact the Training Coordinator as soon as possible and no later than the Monday prior for weekend times. Late cancellations may affect your future practice times.
- ◆ Additional times will be sent via email at the end of the month for the following month, you may request any times offered.
- ◆ Additional times will be given out on a first come first served basis with the only exception being, teams that have not used additional times will be given priority.

OUTDOOR PRACTICES

Managers are responsible for scheduling all outdoor practices for their respective team.

To best accommodate parents and players, please attempt to schedule practices in a timely manner so plans can be made to attend. In addition, some type of communication format (e-mail, text, phone tree) should be utilized in case a practice needs to be moved or cancelled.

In agreement with the Naperville Park District, all baseball and softball fields are to be used on a first-come, first-served basis. The only exception to this rule is if there are lines on the field and the field appears to be ready for a game. Those fields are not to be used as a game is scheduled to be played on that field at some point that day.

PLAYING ON GAME DAY

While each manager may have a different approach to game day, it is important that the below be done as a minimum.

Pre Game

- Verify umpire via text or phone call
- Know who is bringing game balls – home team traditionally supplies two game balls
- Manager/Coaches/Players arrive at field 1 hour prior to game time
- Oversee warm-up
 - Stretching
 - Throwing
 - Infield/outfield
 - Pitchers warm up
 - Hitting in space available (do not hit balls into fence)
- No infield practice on lined fields
- Prepare line up cards for umpires and opponent
- Meet with team
- Announce line-up
- Discuss goals for the game

During the game

- Make sure players are attention on bench and cheering for teammates
- Only coaches and players in dugout
- No smoking or any form of tobacco is allowed in the dugout or on the field or play during games
- Manager and coaches are not allowed in fair territory to confer with any player during the game (until time is called)
- No alcoholic beverages are allowed on Naperville Park District property

After the Game

- Meet with team
 - Discuss highlights (what went well and what could have gone better or areas for improvement)
 - Announce upcoming games or practices
- Dugouts must be cleaned
- Bring in and put away bases and put equipment in lock box, if applicable
- Lights – if finished early, contact the field representative to shut them off
- Make sure if you set a Diamonds pitching mound, you remove it from the field

FIELDS, UMPIRES AND LIGHTS

Contact for Fields, Umpires and Lights

Naperville Fields, Umpires, and Lights Schedules: Primary Contact: NDSA Field Coordinator

Home Game Field Assignments

Home fields are determined each year by the Naperville Park District

Note for SWS coaches: Please note that the Field Coordinator is only responsible for Naperville home game fields and umpires. Contact your opponent or the Diamonds SWS representative or your SWS commissioner for any issues regarding fields and scheduled games in other towns.

Umpire Assignments and ArbiterSports.com website

Each team will need to access their official home game schedule on ArbiterSports.com website and obtain their umpire assignments. Each coach will receive an invite from the website on how to access their home game schedules and umpire assignments. **Important! Each team manager or an assigned team rep must access this website frequently. You or your team rep also need to be highly accessible by email to stay informed of game updates and changes. The home game schedule posted on ArbiterSports.com is your official home game schedule. If your home game is not listed on the ArbiterSports.com website, it is not scheduled despite any other schedule you may have.** As an added measure, the NDSA Field Coordinator will also issue the home game schedule and umpire assignments each week during the season via email. Note: the website schedules are read-only for the coaches. Only the NDSA Field Coordinator can modify the schedules or reassign umpires.

The NDSA Field Coordinator will initially arrange the umpire assignment and post it on ArbiterSports.com website. However, **once posted, it is the responsibility of the coach or other team representative to contact the umpire directly for any schedule changes or cancellations. It is highly recommended that each team contact their assigned umpires before each game for confirmation.** Also, be sure to bring the umpire contact information with you to each game in case it is necessary to contact the umpire from the field.

Please keep in mind the NDSA Field Coordinator cannot be of help with last minute changes at game time. For games cancelled or rescheduled well in advance (at least 24 hours), you can notify NDSA Field Coordinator and he or she will cancel the umpires as well as the field prep. The NDSA Field Coordinator should also be notified of any problems you may encounter with the umpires.

For any questions or problems regarding umpires, please contact the NDSA Field Coordinator.

Rainouts/Reschedules/Umpire No-Shows

Notify the NDSA Field Coordinator of rainouts, cancellations, reschedules, and umpire no-shows as soon as possible. It is important to notify the NDSA Field Coordinator of cancellations to save on field prep, lighting and umpire show-up costs. Umpire no-shows also need to be reported to the NDSA Field Coordinator to ensure NDSA receives a credit from the umpire service.

For rainouts at or near game time, it is up to the coaches to check field conditions and cancel the game if necessary. In general, the Naperville Park District will notify the NDSA Field Coordinator by 3 p.m. if the fields are unplayable for that day. After 3:00 p.m., the coaches use their own judgment and decide whether to play the game. It is recommended that a decision be made at least 2 hours before game time as a courtesy to the out-of-town teams. If a game must be cancelled, the coaches are responsible for contacting the opposing team coach and the umpire. Notify the NDSA Field Coordinator by email that your game was cancelled, and indicate whether or not it will be rescheduled.

To reschedule a home game, first identify three or more possible dates with the opposing team, then contact the NDSA Field Coordinator for a field assignment.

Lights

Lights are controlled by satellite. The lights will be programmed in advance based on the schedule that the Diamonds provide to the park district, and will turn off automatically at a designated time. All lights will come on automatically 30 minutes before sunset. It is also our responsibility to turn off the lights if a game is cancelled or if it ends early. **Therefore, you must notify the NDSA Field Coordinator as soon as possible of game cancellations, rainouts, and games that finish early.**

TEAM FUNDRAISING

While each Naperville Diamonds team is given a budget to spend on team-related expenses, including enrollment fees for required tournaments, some teams may choose to play in more tournaments or spend funds on training-related events above and beyond what is designated by the Naperville Diamonds. (Please see chart on page 10 for team budget and expenses information). For those teams who desire to raise additional funds for their teams, the following guidelines must be strictly followed – this is critical as there are tax liabilities that come with team fundraising that must be understood.

- Fundraising involving the sale of products or services which are done under the name of the Naperville Diamonds – whether for the Diamonds organization or team-specific, must have prior approval by the current Diamonds Board of Directors before proceeding in any given year.
- Team managers must notify the president of the Naperville Diamonds of your fundraiser event and request to be added to the agenda at the next available Diamonds Board meeting in order to make a presentation.
- All presentations must be short and concise.
- If applicable, you are welcome to bring your fundraiser company representative for presentation purposes. You are also encouraged to bring samples of your product where applicable.
- Information such as pricing information (how much mark- up you plan on charging), your selling venue (where/when you will sell your items) must be included in your presentation to the Diamonds Board of Directors.
- Notification of the Diamonds Board approval, non-approval, or requested changes to your fundraiser event will be provide to you within two weeks of your Diamonds Board presentation. After this notification, should there be any changes in your fundraiser event – any and all items not discussed at your Board presentation – you will notify the Diamonds President immediately. Only after receiving Diamonds Board approval, can you proceed with your fundraiser event.
- Fundraiser events must receive Board approval annually even in repetitive situations with teams or individuals.
- Checks received for fundraiser events should be made out to the Naperville Diamonds Softball Association or NDSA. ALL funds raised need to be forwarded to the Treasurer of the organization for tracking purposes whether the event is league or team specific.

To assist with fundraising opportunities, the following three pages of information are available

- Sponsorship letter from Naperville Diamonds Treasurer
- Sponsorship and Advertising Levels
- Sponsor/Advertiser Sign-Up Form



Naperville Diamonds Softball Association
3108 S. Route 59
Suite 124-307
Naperville, IL 60564
www.NapervilleDiamonds.com

Dear Business Owner,

The Naperville Diamonds Softball Association, which was established in 1995, is Illinois' largest premier girl's fast-pitch, competitive softball program. This year, we will feature more than 30 teams, ranging in ages from 7 to 18, competing throughout the fall, spring and summer months. Our schedule includes friendly and league games played throughout the Chicagoland area, as well as tournament games at all competitive levels of ASA, USSSA, PGF and NSA. Our Tournament A & B teams qualify for state and national tournaments – in fact, we already have teams that have qualified for 2014 World Series berths.

Your support would mean a tremendous amount to our girls, as you can imagine, the high costs of travel, uniforms, equipment and year-round training facilities makes participating in our program difficult for some families. In some areas, travel softball becomes a reality for only the wealthy. We refuse to let that happen in our program. Our players are selected based upon merit and not economic status. Through the game of fast-pitch softball, we provide the girls an opportunity to play at levels consistent with their skills. Our program also stresses the development of a player's positive attitude, self-esteem, discipline, respect and a strong work ethic. These attributes are significant as the girls develop advanced fundamentals and skills that will help them become the best softball players they can be.

The Naperville Diamonds Softball Association is an all-volunteer, registered 501(c) 3 non-profit organization and your financial support is tax deductible. We have different levels of contribution, which are outlined on the attached sheet. Should you decide to become a sponsor, please complete the Sponsorship Agreement and return to us at your earliest convenience. You may either return the agreement to the player/parent who provided you the information, or you may mail it to the address above.

Thank you in advance for your generous consideration. If you have any questions regarding sponsorship of our organization, please contact me at (630) 877-5672.

Best regards,

Mark Molnar
Naperville Diamonds Treasurer

SPONSORSHIP LEVEL AND INFORMATION

The following sponsorship levels are currently available:

Sponsorship Level	Cost	Benefits
Marquis Diamond	\$1,000+	<ul style="list-style-type: none"> • Logo featured on the Naperville Diamond sponsor sign at the nationally recognized Queen of the Diamonds tournament • Recognized in the State of the Diamonds letter e-mailed to all player parents • Logo featured on the home page of the Naperville Diamonds web site • Logo featured on the individual team banner (if applicable) • Team plaque
Emerald Diamond	\$500+	<ul style="list-style-type: none"> • Recognized in the State of the Diamonds letter e-mailed to all player parents • Logo featured on the home page of the Naperville Diamonds web site • Logo featured on the individual team banner (if applicable) • Team plaque
Brilliant Diamond	\$100+	<ul style="list-style-type: none"> • Logo featured on the home page of the Naperville Diamonds web site • Logo featured on the individual team banner (if applicable) • Team plaque
Diamond Chip	Sponsor determines amount (no minimum)	To be determined
Benefactor	Sponsor determines amount (no minimum)	Funds collected may be used to sponsor girls financially unable to pay for softball fees, purchase equipment, and attend position specific clinics and open house for Diamonds players. Benefactors will receive appropriate recognition by the Diamonds.

The Naperville Diamonds appreciate your consideration. If you have a specific request for a sponsorship opportunity, please contact Mark Molnar, the Diamonds Treasurer, at (630) 877-5672.

NDSA ADVERTISER SIGN UP

Advertiser's name as it will appear on the website: _____
(Attach any information you wish to have mentioned relative to your sponsorship (i.e. logo)).

Contact Person: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Website URL: <http://www.> _____

Diamonds Team: **(Include Coach Name & Level; i.e., 14U A, 16U A, etc.)**

Name & Phone of Diamonds player: _____

Check level of advertising:

Diamond Benefactor (Organization's General Purpose) _____

\$1000 and up _____ \$500 and up _____ \$250 and up _____

\$100 and up _____ Other Amount _____

The Naperville Diamond Softball Association (NDSA) is an Illinois not-for-profit corporation staffed entirely by dedicated volunteers and coaches. NDSA has tax-exempt status pursuant to Section 501 C (3) of the Internal Revenue Code as a publicly supported, charitable organization. Advertising and contributions made by business entities are generally deductible (i.e. advertising). Please, however, always consult with your tax professional regarding the deductibility of your advertising payment or contribution.

If your advertising is for a specific team, your payment may be allocated by the Board of Directors, in the best interests of the team and the organization, to pay for team and organizational expenses such as tournament entry fees, travel expenses, clinics, or equipment. Teams qualifying for sanctioned national tournaments may receive matching subsidies from the general funds of NDSA as determined by the sole discretion of the Board of Directors.

From all of the Diamond players and coaches,

THANK YOU FOR YOUR SUPPORT!!!

