

Article I – Duties of Officers and Appointed Committee Officials

Board Officer’s responsibilities are described in sections A-H with current appointed committee member’s responsibilities described in sections I-O.

A. Commissioner.

The HRYS Commissioner shall perform the following duties:

1. Preside at all HRYS meetings.
2. Assume full responsibility for the operation of HRYS.
3. Appoint all committees and supervise the activity thereof.
4. See that league adheres to the rules, regulations, and policies of HRYS and our LCSA partnership.
5. Be responsible for local league protests and disputes. It is highly recommended that a local league Commissioner not be connected with any team such as a manager or coach and not be an umpire in the league.
6. Review finances with Treasurer and approve expenditures, as needed.
7. Oversee the selection of team head coaches.
8. Maintains a turn over file of all HRYS documents.

B. Vice Commissioner

The Vice Commissioner shall perform the following duties:

1. Presides in the absence of the Commissioner.
2. Responsible for obtaining proper accident and liability insurance coverage for the protection of the HRYS players and volunteers.
3. Complete insurance applications, and maintain records of injuries and incidents, and is responsible for filing claims with the insurance companies.
4. Ensure that a list of eligible candidates for election to the HRYS Officers is presented to the general membership at the Annual Meeting of the Board.

C. Secretary

The Secretary shall perform the following duties:

1. Records the minutes of all HRYS Official meetings.
2. Sends out notices of regular and special meetings.
3. Distribute and post the agenda for all regular and special meetings two full days prior to the meeting.
4. Notifies all officers of election and the names of newly elected members to the Board.
5. Ensures that HRYS by-laws, rules, and schedules are distributed to coaches in respected divisions.

6. Prepare and distribute all communications and correspondence within these By-Laws, on behalf of HRYS.

D. Treasurer

The Treasurer shall perform the following duties:

1. Dispense HRYS funds as approved by Commissioner.
2. Collect all fees needed by HRYS in conjunction with the Registrar.
3. Generate reports regarding the status of HRYS funds.
4. Keep financial records for HRYS.
5. Prepare budget for HRYS and All-Stars (Legends). Review Travel Teams (Glory) budgets as needed.
6. Assume responsibility for all local HRYS finances.
7. Provide monthly and annual financial statements and audit reports at the HRYS Monthly Meetings or upon request.
8. Prepare annual IRS form 990 and State SCC filings for approval by Board. When approved, obtain Commissioner signature, file with appropriate agencies,, and make payment of any associated fees.
9. Review finances with Commissioner. Treasurer and Commissioner are the two individuals within HRYS approved to sign checks.
10. Responsible for the collection of mail addressed to HRYS and distribution to the Board as required.

E. Registrar

The Registrar shall perform the following duties:

1. Responsible for on-line processes for all HRYS activities during the Spring, Summer, and Fall seasons and Winter activities.
2. Review and receive all completed applications.
3. Check for fees (including scholarships) and completeness of player registration records.
4. Create fall team rosters for approval by HRYS officers at least one week prior to the published coaches’ meeting.
5. Set up and schedule a draft to determine spring rosters, with assistance from the Commissioner.
6. Order and coordinate the issuing of uniforms.
7. Maintain appropriate registration records.
8. Enter Coaches and team assignments into League Athletics Five (5) days prior to the coaches meeting.

F. Field Coordinator/Scheduler



The Field Coordinator shall perform the following duties:

1. Recruit and coordinate volunteers/committees to line and prepare appropriate fields for play.
2. At fields for which HRYS is responsible, ensure that someone is designated to turn off the lights after the last game of the night.
3. Ensure that all HRYS officials and coaches received appropriate Fairfax County light training and are given the necessary keys.
4. Reserve fields for each season with Fairfax County Department of Recreation Region 3, Reston Association and the Town of Herndon.
5. Notify the Fairfax County Department of Recreation of field maintenance or safety problems, either observed directly or reported by other coaches, and notify Fairfax County of those issues that are the responsibility of Fairfax County so that such problems may be fixed.
5. Generate league schedule based on field assignments.
6. Provide Fairfax County Department of recreation, Reston Association, Town of Herndon, HRYS, and the appropriate HRYS commissioners with copies of completed schedules and rosters.
7. Prepare an updated coaches' roster for the Fairfax County Department of recreation, HRYS, and the appropriate HRYS commissioners and coaches.

G. Equipment Manager

The Equipment Manager shall perform the following duties:

1. Ensure that all equipment is safe and fit for use.
2. Ensure that ample supplies and gear are available to support all HRYS teams.
3. Issue and collect gear at the beginning and end of each season.
4. Organize and maintain HRYS storage sheds and equipment boxes at fields, including locks, chalk, and GameSaver.
5. Inventory all equipment after every season.

H. Coach Coordinator

The Coach Coordinator shall perform the following duties:

1. Host a meeting and instructional session before each season.
2. Communicate regularly with all coaches.
3. Solicit new coaches and assistant coaches.
4. Provide a HRYS Coach handbook to all coaches.
5. Confirm background checks are performed fall all team coaches an assistant coaches.

I. Event Coordinator

The League Event coordinator shall coordinate league wide events such as but not limited to:

1. Coordinate Opening Day Ceremony
2. End of Season Party
3. Homecoming Parades for HHS and SLHS.
4. Team Photos
5. Fundraising – work with Publicity Coordinator
6. HRYS night at local high schools and colleges.
7. End of season gift with assistance from the Commissioner.

J. Web Master

The Web Master shall perform the following duties:

1. Responsible for the design and content of the HRYS web page, with assistance and approval of the Commissioner for significant changes.
2. Manage and maintain HRYS League Athletics Site.
3. Produce documents as needed by HRYS Officers for publication on the web or via email.
4. Ensure that HRYS Domain name is renewed and maintained.
5. Manage all email accounts for HRYS.
6. Assist team managers with their web pages as required.

K. Spirit Wear Coordinator

The Spirit Wear Coordinator shall perform the following duties:

1. Select appropriate spirit wear products with officer approval.
2. Maintain the on-line spirit wear store.
3. Contact vendor each season to confirm designs, sizes, selections and prices.
4. Place and distribute bulk orders in Spring and Fall.
5. Maintain records of purchases.
6. Make the necessary arrangements for income to be turned over to Treasurer.
7. Store inventory
8. Conduct sales at clinics and Opening Day.

L. Umpire in Chief

The Umpire-In-Chief shall perform the following duties:

1. Appointed by HRYS Commissioner to coordinate and supervise the league's 8U umpires
2. Assign umpires to all 8U HRYS games.
3. Set up training on rules and field positions.
4. Notify umpires of cancellations.
5. Recruit new umpires.



6. Enforce proper dress and conduct of all umpires.
7. Inform umpires of proper local league protest procedures.
8. It is recommended that the individual selected for this position be trained and knowledgeable of the rules and have the ability to apply them on the field.

M. Publicity Coordinator

The Publicity Coordinator shall perform the following duties:

1. Work with local news outlets to publicize league events and accomplishments and promote league as a whole
2. Work with Webmaster to promote league activities on the league website.
3. Work with League Event Coordinator to publicize special events.
4. Manage postings for HRYS Facebook and Twitter accounts.

N. Clinic Coordinator

Proper instruction of all players within HRYS should, and must, be of paramount importance. The Clinic Coordinator shall perform the following duties:

1. Arrange with local high school and/or college coaches, or other knowledgeable softball sources to conduct instructional clinics for all managers and coaches within HRYS, including how to organize a successful practice session that will keep all players active, interested and enthused.
2. Work with Event Coordinator to arrange with local high school and/or college coaches, or other knowledgeable softball sources to conduct instructional clinics for all players in the league during the season and during off season.
3. Oversee the HRYS Legends Program, including coach selection, tryouts and player selection, practices, and tournament scheduling.

O. Sponsor Coordinator

The Sponsor Coordinator shall perform the following duties:

1. Communicate with existing sponsors.
2. Solicit new sponsors.
3. Ensure HRYS obligations to sponsors for each season are met.
4. Review and revise sponsorship packages.

Article II – Rules

HRYS Rules and Regulations in cooperation with our LCSA partners constitute our guiding principles and are to be considered binding on HRYS.

Article III - Amendments to the Charter

Any proposed amendments to the HRYS Charter and By-Laws will be submitted annually in writing to the Vice Commissioner two weeks prior to the annual board meeting. The Vice commissioner will provide background and language to all board members at least one week in advance of the annual board meeting for consideration by the board. The proposed amendment will be brought up as new business at the annual board meeting after the selection of the new board members. The adoption vote requirement for any amendments to the charter should be at least two-thirds of those voting at the annual meeting at which a quorum has been established.

Article IV – Members

Members at any level may be removed from HRYS for conduct prejudicial to the good name and purpose of HRYS. Removal of any member shall require an affirmative vote of two-thirds of the members of the HRYS Officers present at a regular or at a special meeting called for that purpose. No vote shall be taken on an action for removal until the person(s) concerned has been given an opportunity for a hearing before the HRYS Officers at this meeting.

Article V – Rules of Order

“Roberts Rules of Order” shall be the parliamentary authority on all matters not covered by the Charter and By-Laws of HRYS.

Article VI – Order of business

1. Call to Order - by the Commissioner
2. Roll Call - by Vice Commissioner
3. Acceptance and/or Corrections to the previous meeting’s minutes.
4. Commissioner’s Report
5. Vice Commissioner’s Report
6. Secretary’s Report
7. Treasurer’s Report
8. Registrar’s Report
9. Field Coordinator’s Report
10. Equipment Manager’s Report
11. Coach Coordinator’s Report
12. Committee Lead’s Reports (as required)
13. Unfinished Business



14. New Business
15. Adjournment & Scheduling of the Next Meeting.

Article VII – All-Stars & Travel Teams

A. Teams

1. Will follow the rules and guidance of the League.
2. Will be members of the league.
3. Will consist of no less than 10 members and no more the 16 members per team.

B. Players

1. Travel teams will be selected by coaches after tryouts.
2. All players will be required to sign commitment forms.
3. All Division C 10U and 12U Glory coaches should accommodate Glory players for having the option of also playing in the HRYS House League in the Spring Season.
4. No player may play for another travel team while playing for an HRYS travel team.
5. Each player will pay a non-refundable registration fee to be determined annually by the coach with support from the HRYS board.

C. Coaches

1. All coaches will be required to sign commitment forms.
2. Travel coaches will be responsible for any funds not collected from players for expenses by the end of the league fiscal year.
3. Annual budget must be completed and submitted to the HRYS board for approval and any changes made throughout the year must be reported to the HRYS board for review.
4. All rebates, refunds or money received by the coach must be put back into the team budget.

Article VIII – All-Stars & Travel Teams

1. Travel teams are responsible for their own equipment and uniforms.
2. All-star teams will be responsible for their own uniforms based on the league approved design/colors. Softball equipment for the all-star season will be supplied by the league.

Article IX – HRYS Dissolution

1. Upon dissolution of this League all funds will be donated equally to Herndon Community Center and Reston Community Center

