

POLICY MANUAL NAPA VALLEY EXPRESS

Created 8/20/18

I. COACHING:

A. Selection of coaching staff

1. All Coaching positions are volunteer. Express Board will review all requests and will make final decision regarding coaching positions. Criteria for head coaching positions will be based on the following guidelines.

8u – minimum previous rec coach experience

10u, 12U, 14U, 16U – Prior experience preferred:

1. A person who has played college softball/baseball,
2. A person who has coached HS or college softball/baseball

All requests shall be made in writing and submitted to the board.

B. Fees and reimbursement for coaches:

1. Head coaches with a player on a team- will receive waived tournament fees for one player on the team – max 1 credit per household, may not be used with any other discount

2. Head coaches with no player on a team- Eligible for reimbursement up to \$250 each tournament weekend for expenses related to travel. Must submit receipt

C. Coach certifications/responsibilities:

The Head Coach is required to complete:

CPR/first aid

ACE (www.registerusasoftball.com)

Concussion training. (www.headsup.cdc.gov).

Assistant coaches/any parent helping in the dugout or on the field are required to complete ACE background.

Coaches (up to 4 per team) will be reimbursed for ACE certification fee.
Parent helpers will not.

Coaches are responsible for registering their teams with whatever leagues they wish to play tournaments in. Coaches will be reimbursed for player insurance/registration for leagues and tournament fees if board does not prepay or option to pay with check. Check requests and receipts may be submitted via the website (www.napavalleyexpress.net) .

Head coaches cannot serve on the board.

D. Behavior:

If any coach is ejected from a game, they must notify the board within 24 hrs.

II. FEES:

Registration and Tournament fees will be set bi-annually by board. Fees will be established and published by the board prior to tryouts. Fees will include costs for registration, tournaments, organization issued uniforms and gear, insurance and field usage fees, etc.

A \$100 multi-family discount will be offered for each additional player after the first registrant within the organization.

No cash refunds will be issued.

Credits may be applied at the discretion of the Board.

Registration fee must be paid before a player can practice as organization must insure the player before the player can take the field.

Player must be current on fees to be eligible to play in tournaments.

III. SCHOLARSHIPS/FINANCIAL AID:

Financial aid from will be available upon request.

Parents must complete the financial aid form located on the website and return to the head coach of their team. Head coach will complete their section and submit to the board.

Email your coach or the board for inquiries.

The amount given to any one player will be decided upon by the board on a case by case basis.

Monthly payment plans are always an option!

Any fundraising/sponsorship monies earned by a player who received financial assistance will be filtered back to the organization up to the discounted amount to allow future financial. For example, if a player is given a scholarship for \$200, any monies fundraised up to \$200 will go back into the organization. Any monies fundraised over that amount will be credited back to the player.

IV. GUEST PLAYERS:

May be utilized by a team if the team has 9 or less players available for a scheduled tournament.

Guest players need to be insured through Express (if they are a current player on another team) or another softball organization.

Must be pre-approved by the board each time used.

V. EQUIPMENT/FIELDS:

Inventory will be updated at a minimum of once a year.

Storage check-out list will be kept by the Equipment Manager. Any equipment checked out/returned must be disclosed to the Equipment Manager.

Any equipment won at a tournament becomes property of the organization, and may be used by the winning team until no longer needed, then returned into storage and made available for use by other teams.

Storage paid monthly and shown on monthly expense report.

No one to access the storage shed without Equip manager/VP/President approval.

Medical kit and Instant ice packs available for each team fielded, to be checked in and out to head coaches.

Fields- Reservations made in Facilitron each spring/fall following their biannual meeting. 2019 cost for field use is \$15/player each season.

VI. BOARD:

Each board position will be held for a 1yr term, starting in the Fall of each year. New board member are to be voted in by existing board.

If a member resigns prior to commitment ending, board can appoint someone to fill in until next year's vote.

Use emails @napavalleyexpress.net

All documents saved in google drive napavalleyexpresss@gmail.com

Only 1 parent per household can be on the board, unless that household has players on more than one team.

Head coaches cannot be board members.

Public meetings will be held at the discretion of Board at least 4 times a year. Time and place TBD.

Agenda will be posted on the website, minutes available upon request.

Must have 1 team representative from each team at each meeting.

President/VP/Secretary/Treasurer/Member at large – all votes count

- Committees: Fields/uniforms, Equipment manager, Fundraising, Recruitment- players/coaches
- Put all descriptions and current place holders on website

Taxes prepared by: Uboldi Heinke & Velladao 563 Jefferson ST, 707-252-9225

All supporting documents kept and provided by treasurer.

Treasurer and President hold bank cards and checkbooks.

All incoming funds must be cycled through treasurer for reconciliation, may be deposited by treasurer or president. All expense and deposit receipts shall be kept.

