



DC EVEREST YOUTH BASEBALL

Organization Chart – Fiscal Year 2024

(Oct 1st, 2024 – September 30th, 2025)

The DC Everest Youth Baseball Organization (DCEYB) is a non-profit, volunteer organization whose mission is to support, organize, manage, teach, and develop high quality baseball players, learning the benefits of teamwork and sportsmanship in an effort to be an affordable youth baseball program within the DC Everest Area School District.

Board of Directors

EXECUTIVE BOARD

PRESIDENT – JIMMY OLAFSON
VICE PRESIDENT – MIKE WODALSKI
LEAGUE ADVISOR – ERIC FELDMAN
TREASURER – TINA LANG
SECRETARY – KRISTY ZANDER

COMMISSIONERS

TOURNANAMENT
8-10U: -
11-15U – MITCH ZBLEWSKI
BABE RUTH – DALE ZANDER
MAJORS –
AAA –
A/AA – BRIAN DROLSHAGEN
T-BALL – SARAH OLAFSON
CONCESSIONS MGR – MELISSA SIGMUND

KEY POSITIONS –

ADVERTISING LEAD – JODI TEIGE
APPAREL/UNIFORM LEAD – AMANDA ZBLEWSKI
COACH/PLAYER DEVELOPMENT LEAD - OPEN
EQUIPMENT LEAD – MIKE PETERSON
FIELD/FACILITIES LEAD - OPEN
INVENTORY LEAD – APRIL COLEMAN
PARRENT COMMITTEE LEAD – KELLY ZEIGELBAUER
REGISTRATION LEAD – BRIAN PENSINGER
SCHEDULING LEAD – KATIE HOWARD
VOLUNTEERING LEAD – TOM COLEMAN

PRESIDENT –

- Responsible for the day-to-day operations of the organization.
- Direct supervision of all aspects of the association
- Ensure compliance with League and local rules and bylaws
- Execute the policies enacted by the board
- Lead all board and general meetings
- Work with treasurer to ensure league stays on budget
- Annually apply for League Charter
- Annually uploads rosters to BabeRuth.org
- Oversee the Facility Committee

VICE PRESIDENT –

- Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.
- Work with all Appointed Directors
- Oversee the Parent Committee
- Coordinate parent meeting at the beginning of the season
- Primary contact for League Members
- Responsible for conducting and coordinating all background checks of all volunteers to meet Cal Ripken/Babe Ruth League guidelines; and keeping a log of all volunteers approved.

LEAGUE ADVISOR –

- Mentor/Guide Executive Board members on strategic decisions for the organization.
- Oversee all long-term development and planning.
- Historian of the program

TREASURER –

- The Treasurer shall be responsible for the financial operations of DCEYB.
- Receive all cash/checks and deposit into bank; reconcile all payments
- Maintain accounting records (QuickBooks)
- Prepare and distribute financial reports at monthly board meetings
- Prepare tax return
- Work with other people that order in the league (concession manager, equipment manager, etc.) to ensure we purchase items tax free and all invoices paid.
- Coordinates payments to all umpires (Rec league and Home Tournament)

SECRETARY –

- The secretary will be the source of communication between the board and the league and outside parties; including the Parent Committee
- Prepares and distributes League wide information in coordination with Registration Lead
- Manages league Facebook site and any other social media outlets in conjunction with Registration Lead updating website
- Work with the President to make an agenda for monthly board meetings
- Prepares and distribute minutes from monthly board meetings
- Maintain a list of all board members and Appointed Directors
- Keep Association Documents (Bylaws, etc....)
- Maintain an up to date copy of the bylaws

TOURNAMENT BALL 11U-15U COMMISSIONER –

- Be the primary contact for all Tournament Ball Managers for 11U-150U
- Maintain list of potential tournaments for each age group for 11U-15U
- Primary Lead for Showcase of Skills evaluations for Tournament team rosters
- Primary lead in preparation of each of our Splash home tournaments
- Primary lead in scheduling umpires for each of our Splash home tournaments
- Manage Splash home tournament rules for 11U-15U
- Coordinates and/or designates Tournament Director for 11U-15U Splash home tournaments
 - Primary contact for Tournament participants – sends out welcome letter with rules and link to TourneyMachine app
 - Manage and communicate scores (i.e. TourneyMachine) to all participants
 - Facilitates field prep volunteers in conjunction with Field/Facilities Lead
 - Coordinate trophies/awards for 1st and 2nd place winners at each of our Splash tournaments.

TOURNAMENT BALL 8U-10U COMMISSIONER –

- Be the primary contact for all Tournament Ball Managers for 8U-10U
- Coordinates and Facilitates Parent Meeting for all 8U-10U families
- Develops welcome packets for 1st time families to DCE Tournament Program
- Maintain list of potential tournaments for each age group for 8U-10U
- Co-Lead with Tournament 11U-15U Commissioner for Showcase of Skills evaluations for Tournament team rosters
- Manage Splash home tournament rules for 8U-10U
- Coordinates and/or designates Tournament Director for 8U-10U Splash home tournaments
 - Primary contact for Tournament participants – sends out welcome letter with rules and link to TourneyMachine app
 - Manage and communicate scores (i.e. TourneyMachine) to all participants
 - Facilitates field prep volunteers in conjunction with Field/Facilities Lead
- Coordinate trophies/awards for 1st and 2nd place winners at each of our Splash tournaments.

BABE RUTH COMMISSIONER –

- Be the primary contact for league coaches
- Represent and be the primary contact for City Wide Babe Ruth league for DC Everest
- Understand League policy, procedure and rules for the age group. Promote consistency across coaches/teams within division
- Monitor league pitch count and coordinate with the Tournament Commissioner and Managers
- Co-Coordinate and run evaluations for AAA, Majors, and Babe Ruth Rec
- Facilitate draft for 7th and 8th grade leagues
- Provide communication between the coaches of the league and the board
- Develops season schedule in coordination with Scheduler Lead for approval with board of directors
- Coordinates Umpires for home plate and field umpires for games on big field at Kennedy Park
- Work with the equipment manager to order and hand out uniforms for 7th and 8th grade leagues

MAJORS COMMISSIONER –

- Be the primary contact for league coaches
- Understand League policy, procedure and rules for the age group. Promote consistency across coaches/teams within division
- Monitor league pitch count and coordinate with the Tournament Commissioner and Managers

- Co-Coordinate and run evaluations for AAA, Majors, and Babe Ruth Rec
- Facilitate draft for Majors
- Provide communication between the coaches of the league and the board
- Develops season schedule in coordination with Scheduler Lead for approval with board of directors
- Coordinates and schedules home plate umpires for all Major's games
- Work with the equipment manager to order and hand out uniforms

AAA COMMISSIONER -

- Be the primary contact for league coaches
- Understand League policy, procedure and rules for the age group. Promote consistency across coaches/teams within division
- Monitor league pitch count and coordinate with the Tournament Commissioner and Managers
- Co-Coordinate and run evaluations for AAA, Majors, and Babe Ruth Rec
- Facilitate draft for AAA
- Provide communication between the coaches of the league and the board
- Develops season schedule in coordination with Scheduler Lead for approval with board of directors
- Coordinates and schedules home plate umpires for all AAA's games
- Work with the equipment manager to order and hand out uniforms

AA/A COMMISSIONER –

- Be the primary contact for league coaches
- Understand League policy, procedure and rules for the age group. Promote consistency across coaches/teams within division
- Provide communication between the coaches of the league and the board
- Develops season schedule in coordination with Scheduler Lead for approval with board of directors
- Work with the equipment manager to order and hand out uniforms

T-BALL COMMISSIONER -

- Be the primary contact for league coaches
- Understand League policy, procedure and rules for the age group. Promote consistency across coaches/teams within division
- Provide communication between the coaches of the league and the board
- Develops season schedule in coordination with Scheduler Lead for approval with board of directors
- Work with the equipment manager to order and hand out uniforms Tournament Commissioner

CONCESSIONS MANAGER -

- Maintain the operation of the concession facility at Kennedy Park
- Works closely with Inventory Lead and Volunteering Lead to support all operations of the concession stand for Rec League games and Home Tournament games.
- Develops standard operating procedures for the concession operations
- Seeks new opportunities to partner with local vendors/restaurants in support of DCEYB.
- Develops Budget and Spend reports for Board of Directors on a monthly basis
- Coordinates liquor license for Home tournaments

INVENTORY LEAD -

- Coordinate and purchase all food and beverages needed for rec league play and tournaments
- Organizes and re-stocks all food and beverage items
- Maintains accurate list of inventories to be available for review to the board of directors on as needed basis

VOLUNTEERING LEAD -

- Coordinate the volunteers for concessions and other association needs.
- Develops volunteering schedule for Rec league teams during league play in coordination with Scheduling Lead
- Develops volunteering schedule for Home tournament play and manages coordination with parents (may use software i.e. DIBS)
- Primary contact for parents on any volunteering information or communication

EQUIPMENT LEAD –

- Responsible for ordering equipment needed for the season (T's, baseballs, scorebooks, hitting screens, etc.)
- Prepare team equipment bags and distribute at the beginning of the season
- Arrange for return of equipment at the end of season
- Maintain the quality of equipment and purchase new equipment as needed/approved (work with treasurer to ensure there are adequate funds)
- Keep the storage unit organized

REGISTRATION MANAGER –

- Managers Website (SportsEngine) and all things associated with it
- Manages the online registration process
- Manages background check process from a system perspective to coordinate failed background checks with Vice President
- Works with league commissioners and equipment managers to provide player counts and uniform ordering details
- Manage content and flow of the league's website
- Ensure league news is updated on a regular basis
- Update website content based on requests from the board

ADVERTISING MANAGER –

- Solicit and secure local businesses for advertising.
- Contact current advertisers and try to renew advertisement
- Obtain the artwork for any advertising from advertiser.
- Work with graphics company to provide ad proofs for final approval from advertiser.
- Order appropriate size advertising and install where designated.
- Coordinates putting up/taking down advertising banners on baseball fields at Kennedy Park.

APPAREL/UNIFORM LEAD –

- Work with league commissioners for uniform ordering and distribution
- Work with vendor to set up an online store and oversee the sale of DCEYB apparel.
- Coordinates picture day for all teams

COACH/PLAYER DEVELOPMENT LEAD –

- Coordinates required training for all coaches for all levels of Rec and Tournament Managers.
- Mentor/Guide coaches at every age level on practice agendas, resources, tools, etc.
- Ensures consistency on player development throughout the program
- Ensures Sportsmanship contract is being upheld for coaches and players
- Coordinates Fall Ball with the commissioners

PARENT COMMITTEE LEAD –

- The Parent Committee is comprised of one parent (no coach or commissioner) from each of the 6 leagues and the association Vice-President.
- Additional committee members may be assigned at the discretion of the Board of Directors.
- The Parent Committee and their designated league representative will compile any parent complaints/issues and bring it to the Parent Committee and Vice President for resolution.
- The Parent Committee will meet no less than 3 times between May 1 and July 31.

FIELD/FACILITIES LEAD –

- Maintain the quality of our fields (bases, pitching rubber, Homeplate, dugouts, etc.)
- Work closely with commissioners on guiding/educating on best practices for field maintenance
- Work with treasurer to ensure there are adequate funds to support the upkeep of our fields and facilities
- Liaison for the Village of Weston, Rothschild, and Schofield's Parks Departments
- Maintain batting cages at Kennedy Park (put up/take down nets)
- Work closely with Equipment Manager to keep the storage units organized.
- Responsible for ordering items needed for the season (i.e. chalk, turf, etc.)
- Coordinates field prep for all Home tournaments (Rec Kickoff, Splash 1-3) with Tournament Commissioners and Volunteering Lead to ensure volunteers are available to help.

SCHEDULING LEAD –

- Develops season schedule in coordination with all Rec league Commissioners for approval with board of directors
- Contacts Village/City Municipalities to reserve fields for Rec and Home tournaments
- Coordinates practice schedules for all Rec and Tournament teams (including Winter Workouts for Tournament teams)
- Coordinates uploading schedules and any league wide events to website
- Manages league wide calendar and coordinates updates to social media sites
- Develops Home tournament schedules and uploads to TourneyMachine app for home tournaments

