

FBSA Board and Committees

Frisco Baseball and Softball Association (FBSA)

Frisco, Texas

Updated May 2026

FBSA Board – Roles & Responsibilities

President

Executive Officer – Volunteer

Role Summary

The President serves as the chief executive leader of FBSA, responsible for organizational vision, governance, and oversight of all programs. This role ensures alignment across baseball and softball, supports the board, and represents FBSA in all official capacities.

Key Responsibilities

- Lead the strategic direction and long-term planning of FBSA
- Oversee all executive officers and operational directors
- Serve as the primary liaison with the City of Frisco and partner organizations
- Facilitate board meetings, agendas, and governance processes
- Ensure financial stewardship and organizational compliance
- Resolve escalated issues that require executive intervention
- Support the Operations Manager in executing league-wide operations
- Represent FBSA publicly and maintain community relationships

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Vice President of Baseball

Executive Officer – Volunteer

Role Summary

The VP of Baseball provides strategic leadership for all baseball programs, ensuring consistency, fairness, and alignment with FBSA's mission. This role sets policy, oversees program structure, and supports the Vice President of League Operations.

Key Responsibilities

- Set the vision and long-term direction for baseball programs
- Lead rules development, policy updates, and program standards
- Approve division structures, formats, and seasonal plans
- Chair or co-chair the Baseball Rules Committee
- Handle escalated baseball issues requiring executive review
- Collaborate with the President and VP of Softball on cross-sport initiatives
- Support player development initiatives and competitive pathways

Vice President of Softball

Executive Officer – Volunteer

Role Summary

The VP of Softball provides strategic leadership for all softball programs, ensuring quality, fairness, and consistency across divisions. This role sets policy, oversees program structure, and supports the Vice President of League Operations.

Key Responsibilities

- Set the vision and long-term direction for softball programs
- Lead rules development, policy updates, and program standards
- Approve division structures, formats, and seasonal plans
- Chair or co-chair the Softball Rules Committee
- Handle escalated softball issues requiring executive review
- Collaborate with the President and VP of Baseball on cross-sport initiatives
- Support player development initiatives and competitive pathways

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Vice President of League Operations

Executive Officer – Volunteer

Role Summary

The Vice President of League Operations manages the day-to-day execution of all programs. This role oversees league directors, ensures consistent rule application, and supports coaches and families throughout the season.

Key Responsibilities

- Manage drafts, team formation, and player movement
- Ensure consistent rule enforcement across divisions
- Support coaches with operational guidance and communication
- Coordinate with the Operations Manager on scheduling and logistics
- Troubleshoot in-season issues and escalate when necessary
- Assist with umpire coordination and game operations
- Support player development programs and clinics

Vice President of Select Programs

Executive Officer – Volunteer

Role Summary

The Vice President of Select Programs provides strategic leadership for the select baseball (Riders) and softball (Twist) programs, ensuring quality, and consistency across teams. This role sets policy, oversees program structure, and ensures alignment with the rest of FBSA.

Key Responsibilities

- Set the vision and long-term direction for select programs
- Lead policy updates, program standards, and seasonal plans
- Manage tryouts, team formation, and player movement
- Ensure consistent quality enforcement across teams
- Support coaches with operational guidance and communication
- Coordinate with the Operations Manager on scheduling and logistics
- Troubleshoot in-season issues and escalate when necessary
- Support player development programs and clinics

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Treasurer

Executive Officer – Volunteer

Role Summary

The Treasurer oversees FBSA's financial health, ensuring transparency, accountability, and responsible stewardship of league funds. This role manages budgeting, reporting, and financial controls.

Key Responsibilities

- Develop and manage the annual budget
- Oversee income, expenses, and financial reporting
- Maintain accurate financial records and documentation
- Coordinate with the Operations Manager on vendor payments and invoicing
- Present financial updates at board meetings
- Lead the Finance Committee
- Ensure compliance with nonprofit financial standards
- Support sponsorship and fundraising initiatives

Secretary

Executive Officer – Volunteer

Role Summary

The Secretary manages board documentation, governance records, and official communications. This role ensures organizational transparency and supports consistent communication practices.

Key Responsibilities

- Record and distribute board meeting minutes
- Maintain bylaws, policies, and governance documents
- Manage board elections and documentation
- Support communication alignment across programs
- Maintain official league records and archives
- Assist with public-facing communication when needed
- Coordinate with the Operations Manager on website and documentation updates

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Director of Umpires

Operational Volunteer Role

Role Summary

The Director of Umpires supports the Operations Manager by overseeing umpire quality, communication, and rule alignment.

Key Responsibilities

- Serve as the liaison between FBSA and umpire providers
- Support scheduling and assignment coordination
- Provide rule clarification and training feedback
- Address coach or director concerns about umpire performance
- Assist with postseason or tournament umpire planning

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League Director

Operational Volunteer Role

Role Summary

League Directors manage the day-to-day operations of their assigned age group. They ensure consistent rule application, support coaches with communication and resources, and coordinate with the VP of Operations and Operations Manager to deliver a positive, well-organized season. This role is designed to keep coaches connected, reduce workload on executive leaders, and maintain consistency across divisions.

Key Responsibilities

- Serve as the primary point of contact for coaches in the assigned league
- Support the VP of League Operations with:
 - Team formation and roster management
 - Drafts (where applicable)
 - Player movement and competitive balance
 - Rule interpretation and consistent application
- Manage in-season issue resolution, including coach concerns, schedule adjustments, and game-day questions
- Reinforce league expectations, sportsmanship standards, and communication protocols
- Coordinate with the Operations Manager on:
 - Scheduling needs
 - Field assignments
 - Rainout rescheduling
 - Umpire needs (if applicable)
- Help onboard new coaches and ensure they understand rules, processes, and league tools
- Provide feedback to the VP of League Operations on trends, challenges, and opportunities for improvement
- Support league events such as evaluations, clinics, and postseason activities

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Director of Communications & Branding

Operational Volunteer Role

Role Summary

The Director of Communications ensures consistent, professional communication across FBSA's platforms and supports branding initiatives.

Key Responsibilities

- Support website updates and content creation
- Assist with social media planning and messaging
- Coordinate branding across baseball and softball
- Support the Secretary and Ops Manager with communication alignment
- Help develop parent guides, program descriptions, and announcements

10. Director of Player Development

Operational Volunteer Role

Role Summary

The Director of Player Development leads clinics, training programs, and coach education initiatives to improve the quality of play across FBSA.

Key Responsibilities

- Develop and oversee player development programs
- Coordinate clinics, camps, and training events
- Support coaching education and certification pathways
- Collaborate with VPs of Baseball & Softball
- Provide development resources to coaches and families

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FBSA Committees: Definitions & Roles

Rules Committees (Baseball & Softball)

Purpose:

Ensure consistent, fair, and developmentally appropriate rules across all divisions.

Scope:

Baseball and softball rules, division formats, gameplay standards, and policy interpretation.

Membership:

- VP of Baseball or VP of Softball (Chair)
- VP of League Operations
- 2–4 experienced coaches or league directors
- Umpire representative (optional)

Key Responsibilities:

- Review and update rules annually
- Recommend division format changes
- Interpret rules during disputes
- Align rules with player development goals
- Provide guidance to umpires and league directors

Deliverables:

- Annual Rules Handbook
- Preseason rules update
- Midseason clarifications (as needed)

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Scheduling & Facilities Committee

Purpose:

Support the Operations Manager in building fair, efficient, and transparent schedules.

Scope:

Field allocation, blackout dates, game sequencing, and operational logistics.

Membership:

- Operations Manager (Chair)
- VP of League Operations
- 1-2 board members or volunteers
- City liaison (as needed)

Key Responsibilities:

- Provide input on scheduling priorities
- Review draft schedules for fairness
- Identify conflicts and propose solutions
- Support rainout rescheduling
- Assist with tournament or special event planning

Deliverables:

- Preseason scheduling principles
- Draft schedule review
- End-of-season scheduling audit

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Finance Committee

Purpose:

Ensure financial transparency, sustainability, and responsible stewardship of league funds.

Scope:

Budgeting, financial reporting, sponsorships, and long-term financial planning.

Membership:

- Treasurer (Chair)
- President
- 1–3 board members or trusted volunteers
- Optional: CPA or financial advisor

Key Responsibilities:

- Develop annual budget
- Review monthly financials
- Oversee sponsorship revenue
- Evaluate vendor contracts
- Recommend cost-saving opportunities
- Support fee structure proposals

Deliverables:

- Annual budget
- Quarterly financial reports
- Sponsorship revenue plan

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Player Development Committee

Purpose:

Improve the quality of play and coaching across FBSA through structured development programs.

Scope:

Clinics, camps, coaching education, and long-term player development pathways.

Membership:

- Director of Player Development (Chair)
- VP of Baseball & VP of Softball
- 2–4 experienced coaches or league directors
- Optional: external trainers or instructors

Key Responsibilities:

- Plan and run clinics (pitching, catching, hitting, etc.)
- Develop coaching education resources
- Support competitive pathways (Rec, Select)
- Recommend rule or format changes that support development
- Evaluate program effectiveness

Deliverables:

- Seasonal clinic calendar
- Coaching resource library
- Player development roadmap

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Communications & Branding Committee

Purpose:

Ensure consistent, professional communication and a unified brand across FBSA.

Scope:

Website, social media, email communication, branding, and public messaging.

Membership:

- Director of Communications (Chair)
- Secretary
- Operations Manager
- 1–2 volunteers with design or communication skills

Key Responsibilities:

- Maintain website content
- Support league-wide announcements
- Create branded materials (guides, graphics, flyers)
- Manage social media presence
- Ensure consistent tone and messaging
- Support registration and program marketing

Deliverables:

- Seasonal communication plan
- Updated website content
- Branded program descriptions and guides

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Events & Community Engagement Committee

Purpose:

Strengthen community engagement through events, ceremonies, and volunteer coordination.

Scope:

Opening Day, closing ceremonies, picture day, volunteer events, and community partnerships.

Membership:

- 1–2 board members
- 3–6 volunteers
- Operations Manager (support role)

Key Responsibilities:

- Plan and execute league events
- Coordinate volunteers and vendors
- Manage event logistics
- Support fundraising and sponsorship visibility
- Build community partnerships

Deliverables:

- Event calendar
- Volunteer staffing plan
- Post-event reports

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7. Safety & Conduct Committee

Purpose:

Ensure a safe, positive environment for all participants.

Scope:

Safety protocols, background checks, conduct reviews, and incident management.

Membership:

- President or VP (Chair)
- VP of League Operations
- 1–2 board members
- Optional: medical or safety professional

Key Responsibilities:

- Oversee background checks
- Review conduct or safety incidents
- Recommend policy updates
- Support concussion and injury protocols
- Ensure compliance with city and national standards

Deliverables:

- Annual safety plan
- Incident review summaries
- Updated conduct policies