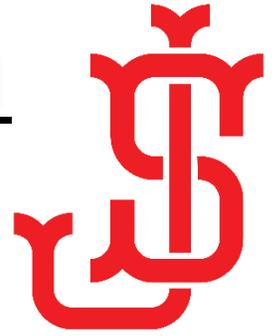




Team Mom Tips



Being a Team Mom for the first time can be a little over whelming. It's important that you communicate with your Manager frequently and make sure that he knows that you are there to help him. Although some Managers like to do everything themselves, their primary role is to manage & coach. Go over the following list with your manager to determine which items you will handle and whether the manager wants you to take care of additional items.

Attend the games. Besides the manager, you are a source of information and organization for the team. You need to be able to attend most, if not all, of the games.

Communication:

Get every parent's contact information including name, phone numbers and email address. Emailing and texting will save you from calling each parent one by one. You'll need to know which parents accept text messages and which numbers to send text messages to.

Parents need to be informed, but they don't need to know every minute detail. Communicate with your manager frequently and only give parents what they absolutely need to know. Otherwise, you may desensitize them to your messages.

Money:

Look at the information below to help determine what you may need parents to pay for during the season. Let them know UP FRONT how much it will cost. You may need to collect for the team banner at the beginning of the season. Mid-Season, you will also need to collect for an end of season team party including a gift for the girls.

Keep a list of who has paid you and make sure you have an accurate spelling of the player's name and/or number.

MAKE YOUR PARENTS PAY UP FRONT! DO NOT let them tell you they will pay you later unless you are willing to pay for it yourself!

Spirit Wear:

Depending on your manager, you may be responsible for getting the names and/or numbers on the backs of the team shirts.

- ❖ Call around for pricing and turnaround time. Then visit the vendor you want to use to view samples of their work. Cheaper is not always better...but it helps!
- ❖ Ask around for references. Some vendors are more reliable and easier to deal with than others.
- ❖ Collect the money from the parents UP FRONT.
- ❖ Don't distribute uniforms until all elements are available, ready an adult from each family to "sign off" on having received the uniform.

Keeping Score:

Your team will provide scorekeepers for regular season games. Scorekeepers are the home team's responsibility. JGS will offer scorekeeping clinics prior to season start to train scorekeepers for each team. It is recommended that you have a minimum 2 trained scorekeepers. Keep in mind that the Manager, Assistant Coach & Team Mom cannot keep score. The score cannot be kept from inside the dugout & will be from a table behind the backstop at Home Plate. Ask for volunteers to help you.

Schedules:

Prepare an overall schedule for parents. The schedule should be in an easy to read format (next to each item state if it is a mandatory event or optional) and have this ready to hand out at the team meeting. Help prevent any of the parents from losing these handouts by placing them in a folder for each set of parents. Divorced parents will need a set for each parent.

The schedule should include:

- ❖ Games that are scheduled by the league.
- ❖ Practices that are scheduled by your manager
- ❖ Tournaments and playoffs.
- ❖ Announced Game
- ❖ Picture Day, Opening Day, Fundraiser Events.
- ❖ Parent that will be responsible for bringing the snacks to the game and/or practice.

Email the schedule to the parents and ask parents if modifications need to be made.

Print out a wallet-size version for the parents. It may need to be folded once to fit in the wallet. Be sure to print enough for both parents and extras for when they are lost.

Team Roster:

Create a team roster with player's names, parent's names, home and cell numbers, and e-mails. Email this to all the parents so they can contact each other if they need to switch out volunteer responsibilities at the last minute.

End of Season Party:

It doesn't have to be at your home. (Phew!) Look into local pizza places or even the park where you play. Figure out how much it will cost. Be sure to include money for a coach's gift and the player's gifts. Gifts for coaches may be a gift certificate to a local restaurant, a team plaque or other personalized gift.

- ❖ Each Team is gifted 1 Party from Pizza King - Certificates will be available soon

Leave No Trace:

Encourage the team to be responsible for the fields and/or dugouts. Ask all players to "team clean-up" the trash they've left BEFORE you hand out snacks. This encourages the children to respect the area & prevents more work for you and the coaches.

Be Prepared:

Keep an emergency snack kit in your car in case the parent forgets to bring the snack on their week.

Carry a small first-aid kit with you and include Band-Aid's, bug repellent, medicine for sting relief and sunscreen.

Suggest bug spray/lotion AND sunscreen to parents! It is not your responsibility to make sure each child is protected from the Monster Mosquitoes or Scorching Sun, but you'll feel better knowing the kids aren't getting chewed or burned-up!

Dugout Tips:

The Team Mom helps in the dugout. You will need to talk with your Manager about this.

Make sure all players are INSIDE the fenced dugout area unless they are the 2nd batter and they are WEARING A HELMET.

Don't allow softballs and bats in the dugout once the game begins. You may become a target! Softballs become possible weaponry while you're busy taking care of whose batting next & keeping players from dehydrating.

When players come in from the field, teach them to place their glove & hat in their spot. Some Team Moms get small buckets (from the 99¢ Store) to keep their items organized in, while in the dugout. This helps when they scramble to find stuff!

Have players place their bat bags in one of two "safe" places – inside the closed end of the dugout OR hanging on the fence. Do NOT allow them to be left in walkways or on ground where interference with the game may occur.

Team Banner:

It is tradition in JGS that during our opening ceremony our players proudly put their team banner on display & there is a competition for 1st, 2nd, & 3rd place. Banners will be judged on creativity, originality, & design. For Spring we do request that teams have banners.