



## Team Parent Handbook Spring 2009

*Hello and welcome to the Claremont Little League! I am happy to say that we are celebrating our 50<sup>th</sup> Anniversary season. Claremont Little League has been around since 1959 which is one of the longest standing youth sports in Claremont. I hope we can make this season special for you. We are planning some great events to make it memorable. For those who are new to the league, I am glad you joined us. My hope is that this information will help make your job as team parent as easy and as enjoyable as possible. You are welcome to contact me anytime if you have any questions, suggestions or concerns. ~Amy Weiler, Team Parent Coordinator*

### The basics:

**FIRST THINGS FIRST:** If you haven't already done so, make contact with all your parents to let them know who you are. Who am I, you ask? *You* are the link from the parents to the manager and coach for a lot of questions they may have. It's also a good idea to speak with the manager to see what his/her expectations of you will be.

**FOSSIE FLOP:** Fossie Flop is CLL's major fund raiser. The team manager has been given all the tickets and information. Your role is to distribute the raffle tickets (if you or the manager has not done so already), encourage families to sell or purchase all of their assigned raffle tickets, and collect the monies, ticket stubs and any unsold tickets. ☺ All players should receive a package of 10 tickets. **Everything must be turned in to Mikeann Konop on or before Monday, March 9<sup>th</sup>.** You need to turn in the money and ticket stubs by individual player in a small envelope with his/her name, then by team in the large envelope provided marked with your team name and division. Also, please have your parents write their player's name on the back of each raffle ticket to ensure they are given proper credit. Encourage your families to participate as much as possible. The drawing will be held on Opening Day, March 14<sup>th</sup> with the winners being announced during Opening Ceremonies. The proceeds from this fundraiser allow the League to run a quality baseball program, improve fields, pay for umpires and keep the registration fees low. For more information, or if you need more tickets, please contact Mikeann at (909) 624-9244 or (909) 234-1123.

**VOLUNTEER INFORMATION:** All volunteers, 18 and older (CLL board members, team parents, managers, coaches, and assistant coaches), must fill out a Little League Volunteer application every year. All Managers, Coaches, Assistant Coaches and Team Parents are required to participate in the Live Scan fingerprint process. You can do this through the Claremont Police Department. There is a \$10 processing fee for the Live Scan process. This is an additional volunteer application that you will need to fill out. Please see the letter provided for more detailed information on volunteer requirements. Live Scan is a one time requirement only. If you have already been live scanned for Claremont Little League, you are covered. To be Live Scanned, call the Claremont Police Department at (909) 399-5411. They have Live Scan applications on site. If you wish to go to a different site for the Live Scan, please be sure to pick up an application at the Claremont PD.

**PICTURE DAY:** The Team Parent distributes order envelopes and communicates the picture time to the team families. Picture day is Saturday, February 28<sup>th</sup>, two weeks before Opening Day. Please be sure all players have their complete uniforms by then (pants, belt socks, etc).

(Picture Day, cont.)

- a. Each team has an appointed time. The **Picture Day Coordinator, Julie Pedroza**, has worked very diligently to make this work for everyone. If you have questions, you can contact Julie at (909) 964-6947.
- b. Have your team arrive at least 20 minutes early to avoid parking issues and to get the players organized (shirts tucked in, hats on, etc.). Team Parents are usually included in the team photo as well.
- c. After pictures come in, you will pick them up and distribute them to the players (check with the manager/coach to see if he or she would prefer to distribute them). Julie Pedroza or I will contact you with more details at that time.
- d. There is usually an extra team picture included. These are great to use for a manager's and/or coach's gift.
- e. A plaque will also be included (one per team) that can be used for a coach, manager, or scorekeeper gift. NOTE: You will need to let the photographer know what inscription you would like when you check in the team at your picture time.

**TEAM ROSTER/Game & Practice Schedule:** Usually, the Team Parent circulates a printed schedule of all games and practices and the team roster with player/parent contact information. Also, some managers appreciate assistance with making phone calls related to game and practice schedules and/or changes. You could prepare one game schedule that includes opponent, field, game time, snack provider, team roster, etc. Game schedules can change due to inclement weather. These changes can be best communicated by email or a quick phone call. Please ask your parents the best way to communicate information to them. Also, it is helpful to put a reminder on the schedule for players to bring water to practices and games. Including the parents' names on the roster is helpful so you know who you are cheering with. Some Team Parents have also provided a "pocket-sized" roster of players with their numbers, so you know who you are rooting for at the games. (\*\*Cool website for team logos: [www.sportslogos.net](http://www.sportslogos.net))

**SNACKS:** Little League players like to receive a snack at the end of game. They deserve it. The easiest way to ensure that the players receive a snack is to purchase snack tickets. This is simple and supports our snack bar. Snack tickets are \$1.00 each. You should **EXCLUDE** the manager from the snack schedule unless he or she says they want to be included. You can make a different family responsible to provide the snacks for each game by rotating through the roster. Some Team Parents have found that if they collect all the snack bar ticket money at the beginning of the season, there is no chance of forgotten responsibilities. After collecting the money, the Team Parent can purchase snack tickets for the season and distribute them at the end of each game. Some managers like to distribute the tickets themselves; at other times, the Team Parent delegates snack ticket distribution. For games that are played at fields without a snack bar (i.e. Junior Division), please work out a schedule for parents to provide a snack at the end of the game.

**UNIFORMS:** All players receive a jersey and a cap which are provided by the league. Did you notice the nice CLL 50<sup>th</sup> logo on there? Please find out from your manager what color pants, belt and socks are preferred and communicate that to your parents. Most teams choose to have names put on the jerseys. Claremont Little League does not pay for this. For jerseys, the Team Parent should collect money and be responsible for taking the jerseys and picking them up. Chick's Sporting Goods will charge the discounted price of \$5.00 (plus tax) a name for the iron on letters placed on jerseys. They are located at 1939 North Campus (off the 210 fwy) in Upland (909-946-7192). You must tell them you are from Claremont Little League for the discounted price. I suggest calling ahead of time to find out the turn around time which is usually one week. Of course, if you prefer, you can have the names done at any place of your choice or even do them yourself.

**Game Highlights picture Board:** Each week, I invite you to email me some pictures from your game with a very brief caption. I will then print them out and post them at College Park and possibly have them posted on the CLL website. You will need to send me the pictures by Wednesday for them to be posted by the following Saturday. This is replacing our Player of the Week program. Our hope is that more teams and players can be highlighted more often.

**TEAM PARTIES, AWARDS, and GIFTS:** The Team Parent coordinates season-end parties and awards/gifts to managers, coaches, and scorekeepers. Ask the manager if he or she has a preference for a party place.

**Suggestions for Parties:**

- Pizza Party - prior arrangements must be made with the pizza restaurant to avoid overcrowding. Eddie's New York Pizzeria, Round Table Pizza and The Pizza Factory (Upland) have been very accommodating in the past.
- Make your own ice cream sundaes at a park or someone's home.
- Picnic, pizza, potluck or barbecue at a park or someone's home.
- Baseball game – Players vs. Parents with potluck to follow.

**Ideas for Coach/Manager/Scorekeeper Gifts:**

- Code 3 Creations – Laser engraving, awards, recognition items, embroidery and screen printing. Contact Rina: Code3Creations@aol.com or 909-855-4393.
- "Thank You" plaque with or without the team picture or a "#1 Coach" trophy. Action Awards in Montclair is only one suggestion ~ 909-982-3172.
- Team picture matted and framed, with players' autographs on the mat. The Sports Den in La Verne is a suggestion for this service ~ www.thesportsdengallery.com. They also carry other sports memorabilia and collectors items.
- Baseball signed by the team. Many sports memorabilia shops carry nice holders/stands.
- "Coach" T-shirt autographed by all the players (or handprints of T-ball players).
- Gift Certificate – dinner and movie, sporting goods store, Claremont Chamber of Commerce (good for several establishments in The Village), etc.
- Picture album or Collage – Take pictures during the season and put together an album or collage. You can also utilize a website to create a photo memory album.  
~ Try to personalize as best as you can for the person who will be receiving the gift. ~

**Manager/coach evaluations:** Towards the end of the season, I will provide evaluation forms for you to distribute to your parents. This is their opportunity to give feedback on the manager, coaches and the league. You will need to have them complete the form and then collect them again. I will give more information at that time in the season via email and/or post information on the website.

**CLL Code of Conduct:** As Team Parent, you will be expected to uphold the guidelines mandated by Claremont American Little League in the Code of Conduct. Please help others do the same. The Code of Conduct is posted throughout the park and every parent received a copy at registration. By signing the form, you are also pledging for those who come to a game invited by you. I am including a copy of the Code of Conduct in this handbook for reference. It also is posted on the website. Remember, your kids are watching you.

***Thank you so much for volunteering your time.***

Throughout the season, I will be sending you informational emails. However, if you ever have any further questions, please do not hesitate to get in touch with me.

Amy Weiler, Team Parent Coordinator: tpc@weilerfamily.com or 909-625-4933

# Claremont Little League

## IMPORTANT THINGS to know and reminders

- ✓ **Safety** – Ice and first aid should be available at all practices and games and managers have received a first aid kit. Be sure to talk to your manager to see who he wants to take responsibility of these items. The snack bar at College Park also carries first aid supplies and incident reports. In additions, the league has purchased an Automated External Defibrillator (AED). It is located in the shed that is attached to the snack bar. Managers and coaches have been trained to use these. If you would like more information on this device, please contact Ralph Tecotzky (see website for contact info).
- ✓ **The Little League Web Page** – The website will have up to date information including schedule changes, game results and special events. Check often for the most up-to-date information at [www.claremontlittleleague.com](http://www.claremontlittleleague.com). You will also find the Contact List for all CLL Board Members in the left-hand column. I will also post information in the Team Parent section as well.
- ✓ **Picture Day, February 28, 2009** – It will be located at College Park unless it is raining. There will be an alternate location planned for inclement weather. If it is raining or you just unsure, please check the website, call the hotline number or contact Julie Pedroza or myself the day before or that morning. Sometimes, it is necessary to make a last minute decision and you may need to make some last minute phone calls to your team.
- ✓ **Opening Day, March 14, 2009** – The ceremonies will be held around 10am on Field #1 at College Park. Make arrangements to arrive early as we will have some special events going on. Also, be sure to communicate where and when you would like your team to assemble. The teams enter the field together. The ceremonies can be long for the younger ones, so you may want to make sure they have a snack or something to keep them occupied. ☺ There will also be a silent auction throughout most of the day.
- ✓ **Little League Hotline** – When in doubt, try calling (909) 625-2001. We will try to have up to date information regarding rain outs, schedule changes and other important stuff.
- ✓ **Manager/Coach Evaluations** – You will be responsible for having each parent fill these out at the end of the season. These forms will be provided to you at a later date. I will contact you by email or post information on the website.