2014 S.A.Y.S.

Team Parent

Packet

Team Parent,

Welcome to another exciting season of S.A.Y.S. Softball! Thank you for volunteering to be Team Parent. You will find the time you put in for volunteering as Team Parent rewarding and fun! Generally speaking, the Team Parent’s duties and responsibilities are to do the administrative tasks for the team which will allow the coach to concentrate on coaching, the players and team development.

Below, you will find a list of action items for the season that is normally the responsibility of the Team Parent. Some items are required by the league but others are just guidelines to help you through a smooth season. Every team will operate differently and each coach may have a specific way to run their team. The Team Parent will work closely with the coach and the league throughout season to make sure the team has covered all of the requirements assigned by the league.

If you have any questions throughout the season please feel free to contact your Division Commissioner.

* Your age group Division Commissioner is the main point of contact
* **DO NOT REPORT ISSUES TO THE CONCESSION STAND**
* Refer to Team Parent Central page on website for updated information (coming soon!)

Thank you for volunteering to support your team and S.A.Y.S. Softball. We hope that your team has a fun an successful season!

Best Regards,

Your 2014-15 S.A.Y.S Board Members

**DUTIES**

1. **Team Parent meeting** – Attend the Team Parent meeting and receive the information to pass on to the coach and parents.
2. **Email parents** – Obtain a parent’s email address and **send out a “Hey I’m Team Parent” email** as soon as you can. You will want to always keep parents informed of what’s going on. If the coach hasn’t done so already, be sure to let them know when practices are expected, how early they need to show up before the game, etc. Always include a signature at the bottom of your emails and always put your cell phone number. Parents won’t have to search for a previous email with your number – they can it expect it to accompany your email signature every time. ☺
3. **Team roster** – The coach should be able to provide you a list of players. Make a list of all players and include their name, parents’ name and telephone number. It is a good idea to put a parent as a contact in your cell phone as well. In case of an unexplained absence, you’ll quickly be able to call the parent. Work with coach to verify that he has all of the correct information for his players. Provide contact sheet to all parents that includes the team roster and contact info.
4. **Uniforms** – Ensure the Uniform Order Forms include accurate sizes for each player. Often times, the wrong size is listed. This could be for numerous reasons. Please confirm with each parent the sizes are correct. If changes need to be made, please give the information to your Division commissioner. You may also have to coordinate uniform pickup and distribution.
	* Standard issue for Spring season is: Jersey, pants, and socks.
	* Fall ball includes a team shirt. **\*\*Pants & socks are not provided\*\***
	* Uniform Distribution Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Sponsors** – Help the coach find a sponsor. Each coach is required to get a Team sponsor in the amount of $200. Many times the coach may have already found a sponsor. If not, the coach and parents should be actively looking. The sponsor forms are attached for you to give to businesses. If you do receive a sponsor, be sure to thank them with a team pic/plaque and by inviting them to the end of the season party (if applicable). Sponsor Forms are completed and turned in no later than **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Fan Apparel/Decal/Spirit Sign Orders –** Collect all team orders and money and turn into the Uniform/Sponsorship Director by due date.(Decals and Spirit Signs are purchased in the Spring Season)
7. **Order the team banner** – (Spring Season only). You typically know the team name already, so order the banner right away and let the parents know what their share of the cost will be. If you are new to this, check with the coach for any preferences he or she may have. Ideally you want to have the banner ordered and received before the opening day parade. After you’ve ordered the banner, let each parent know what the cost per player is and collect for the banner. Most likely you will also be responsible for bringing the banner to each game.
8. **Snacks –** If your team elects to participate in the league provided snacks, the cost is $1 per player and can be redeemed at concessions. $1 includes a bag of chips & capri sun. If not, it’s best to coordinate a snack schedule to the parents to provide snacks after each game.
9. **Opening Day Parade** – (Spring Season only). Assist team coach with arrangements for Opening day parade.
10. **Attend practices and games** – Please make every effort to be at all practices and games. Usually the coach will provide team information such as any scheduling changes, time to meet prior to the game, etc. It’s easier for the Team Parent to hear this first hand and send an email reminder out to those parents who may have missed the practice. If you can’t make a practice or game, please let the coach know ahead of time and be sure to call him or her for any information that was given to parents so that you can send out an informational e-mail.

Games

* Practice/Games – weather permitting – begin Sept. 15th/30th
* 12 Game Regular Season (Spring), 10 Game Regular Season (Fall)
* Tournament(s) – End of Season Tourney & Parent Fundraiser Tourney

Scheduling

* Game schedule will be posted at www.springareasoftball.com
* Make-up Games – schedule TBD
* No games the evening before STAAR Test days
* No games will be scheduled during Spring ISD’s Spring Break (including weekends)
* Rainouts – Rainouts will be posted on [www.springareasoftball.org](http://www.springareasoftball.org), facebook & the Weather Line 832.987.2971
* **Field Status will be updated daily by 4:30 PM**
1. **Be prepared to coach/keep score** – Sometimes the coach may have a coaching conflict either at the practice or game. You may have to step in and
	* Practice with the team
	* Keep score and stats
	* **Game Scores & Divisional Standings –** All game scores must be reported immediately following each game **by the winning team manager** via email to the webmaster for the standings to be updated daily.
2. **Concession Stand duty** – During the season your team will be assigned a concession stand duty day. It will be your responsibility to politely recruit the parents to volunteer to help in the snack bar. Each team will be responsible for 1 week night game and 1 Saturday Game.. You’ll have to let them know the date, time and the required amount of hours they need to be there. Most duty times require a certain amount of adults over the age of 18 during the set time. Duties include serving in the concession stand, keeping the restrooms stocked with tissue paper and picking up trash in the pavilion area. Request for volunteers in person at the games, during practices and after the games during announcements.
3. **Dugout Duty** – Ask for parent volunteers to help with this. The younger girls need help keeping things organized during the games. The dugouts should be left clean after each game for the next team.
4. **Picture day** – (Spring season only) Ensure that all players are at picture day at least 15 to 20 minutes prior to the teams scheduled time. Please encourage your parents to participate in Picture Day. You will need to coordinate picture day with the team. This includes receiving the picture packets to pass out to parents. Ideally you will want to pass the forms out ahead of time but be sure to have extra on the day of pictures – parents will inevitably leave their form at home. It will be your responsibility to inform parents what they need to wear for pictures (full uniform including cleats, shin guards, shoulder pads) or uniform without gear (no shin guards, cleats, shoulder pads).

Advise parents to arrive 30 minutes prior to pictures and indicate where everyone should meet. The Team Parent can absolutely be in the picture if desired or if the coach requests – that is completely up to you. ☺

1. **Plan team party** – There are tons of places you can have a team party. Some suggestions are:
	* coach’s home or a team member’s home.
	* local amusement parks (party room)
	* bowling alley
	* park
	* pizza parlor
	* restaurant
2. **Purchase coach gift(s) –** This is optional.Purchase the coach’s gift(s) at least two weeks prior to end of season. After you’ve purchased the gift, let each parent know what the cost per player is (minus the coach’s child of course).
3. **Don’t feel you have to go it alone**. You can absolutely delegate some duties to other parents who are willing to help.

**Team Documents** – All Documents are posted on Team Parent Central on our website.

* **Schedules -** Please inform your parents that game schedules and other information can be downloaded and printed from our website at [www.springareasoftball.org](http://www.springareasoftball.org)
* **Rules & Regulations** – Ensure that each parent understands the League Rules. (handout tab). For concerns or questions about the rules, please refer them to your coach.
* **League Weather Line** 832.987.2971 NEW
* **Board Member On Duty** – has a list of board members on duty for each game day/night. Will be posted in the glass case outside of the concession stand.
* **SOCIAL MEDIA** – SAYS is on Facebook. This is the best way to get current and real time information. We are also on Instagram and Twitter. Please make sure your parents know this. Encourage the older girls to like us on Instagram.

**Dates to Remember:**

Monday, September 29th – Uniform Distribution (6p-8p)

Monday, October 20th - Fundraiser Monies Due (6p-8p)

Monday, October 27th – Parent Tourney Entry fee/Donations due.

Nov, 14th-16th – EOS Tournament/Parent Tourney

***World’s Finest Chocolate Fundraiser:***

Each player will receive 1 box of World’s Finest Chocolate to sell. Each box has 30 items. Please encourage your parents to buy or sell as many boxes as possible, as this will be 1 of 2 fundraisers required for the 2014 Fall season. **The team who sells the most boxes wins a pizza party!** There are individual prizes also. (See attached flyer)

Please make sure to have your team parents sign off on the enclosed sheet prior to you giving them their boxes. Each chocolate sold is $2.00. All money needs to be collected and turned in by the team manager or Team Parent ONLY (along with the enclosed sign-off sheet) to Fundraising/Events Director, Melissa Tavarez by **October 20th.**

Winners will be called and will also posted on the SAYS website/facebook. Winners are to contact your manager and/or division commissioner to claim your prize.

**EOS Parent Tourney –** This is our infamous annual fundraiser that we do in the Fall. Every team enters into our EOS Parent Tourney. This tournament begins the evening of or the day after the girls EOS tourney is complete. If you have daughters on 2 teams, you can pick one team or play on both. There is no guarantee that the games will be at separate times. (the teams could end up playing each other in the bracket). The cost to enter the EOS Parent Tourney is $100 per team. Most teams just split that between the parents who are playing in the tournament.The games are played with a 16in ball (its larger and a bit softer than softballs).

**If a team doesn’t enter a Parent team into the tourney, a $100 donation per team is still required. This money is used for prize drawings during the EOS/Parent Tournament.**

Tournament Entry Roster/$100 fee is due by October 27th.



**Volunteers**

SAYS is a volunteer based organization and we need your help. We are always looking for people to get more involved. You can check the Volunteer page on the website for open positions. If you are interested, please email.

**THANK YOU FOR VOLUNTEERING YOUR TIME!!!!**

**SAYS BOARD MEMBERS**