



Team Parent Handbook Spring 2019

Hello and welcome to the Claremont Little League. I hope we can make this season special for you.

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 enjoyable as possible.

You are welcome to contact me anytime if you have any questions, suggestions or concerns.

~Julia Previch, Team Parent Coordinator

FIRST THINGS FIRST...THANK YOU! Thank you for volunteering your time as Team Parent. If you haven't done so already, please make contact with all the Parents on your team to let them know who you are. "Who am I?" you ask. *You* are the link from the Parents to the Manager and Coaches. You will help "field" a lot of questions and provide the needed answers. It's also a good idea to speak with the Manager to clarify what expectations he/she may have of you (ex: to be or not to be in the dugout; note: LL rules state only 3 adults in dugout at one time; tball and farm usually need team parent in dugout).

VOLUNTEER INFORMATION: All volunteers, 18 years and older, that have contact with children (CLL Board Members, Team Parents, Managers, Coaches, and Assistant Coaches), must fill out a Little League Volunteer application every year. Begin by downloading your ID into your profile on our website and check the volunteer box. Paul Miller, Compliance Rep, will send an email with an application link. Please complete ASAP; if not completed by Picture Day, you will not be allowed to volunteer. Once application is submitted online, the league will run a background check free of charge. Contact Paul at Paul.m@claremontlittleleague.org with any questions/concerns regarding the volunteer application process.

Note: Only little league players allowed on field. Non-little league players/friends under 18 years old cannot be on field.

UNIFORMS: Following the draft, the league placed the order for each team. Jerseys will arrive with player number, name and patch already on; hats will come with name already embroidered. No need to collect any money (hooray!) as this is now part of the registration fee. In addition, Hendricks Pharmacy has generously sponsored the Majors division and Corky's Restaurant has generously sponsored the Minors division. Juniors and Majors get full button down jerseys. Minors and JV get 2 button jerseys. Farm and Tball get dry fit shirts. More info regarding pick up to follow via email. In addition, please find out from your Manager what color pants, sleeves(if applicable), belt and socks are preferred and communicate that to your Parents as soon as possible.

PICTURE DAY: The Team Parent distributes order flyers and communicates the picture time to the team families. Picture day is **Saturday, February 23rd, one week** before Opening Day. Please be sure all players have their complete uniforms by then (pants, belt, socks, etc). It will be located at College Park unless it is raining. Hughes Center/Padua Room will be the alternate location in case of rain. If it is raining or you are just unsure, please check the website or contact me 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.

a. Each team has an appointed time. I did my best to accommodate each teams' practice as well as Managers' schedules however if there are concerns about your assigned time please contact me ASAP.

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 so please dress appropriately.

c. We are using Felix from Pine Valley Studios. The league pays for the basic photo package which includes a 8x10 composite (team picture with individual player picture), 4 wallets and 1 photo button. Beyond this, you can order additional pictures, including buddy pictures, and/or photo gift items for an affordable price.

d. Note: Each player needs their own flyer/envelope even if they are only getting the "free" package. Players should fill out envelopes and have in hand at picture day. Pine Valley staff will be on hand during picture day to collect envelopes (empty envelope if only getting free package or envelope with payment in form of cash, check or credit card).

e. Players may use their own bat or glove in picture however please have a clean bat available for others to use as needed.

d. Pictures should be available 2-3 weeks following picture day. I will contact you with more details at that time regarding pick up and distribution. Typically, you would pick them up from me and distribute them to the players as soon as possible. Satisfaction is guaranteed. If individual pictures are not to your likely then you may return them and schedule appointment at picture make-up day.

e. A plaque will also be included (one per team) that can be used for a Manager gift.

TEAM ROSTER: The Team Parent should provide a team roster with player/parent contact information to each family. Consider listing name and # of player, name of parents, volunteer position (if applicable), best contact phone number and email address; home address optional. 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 and/or make a small laminated sign/poster with players names and jersey numbers to post/hang on the fence during games. Banners/pennants are optional. Over the years, teams have chosen not to have banners made due to limited space on fences. However, if your team wants a banner or pennants, please check with your Managers on the design details. Some teams also make team t-shirts through various local companies.

GAME & PRACTICE SCHEDULES: Usually, the Team Parent circulates a printed schedule of all games and practices. You could prepare one game schedule that includes opponent, field, game time, snack information, etc. Also, some Managers appreciate assistance with making phone calls/texts/emails related to game and practice schedules and/or changes. Consider using Remind App, Shutterfly Share Site, Game Changer Manager or other app to keep in contact with team. Game/practice schedules can change due to inclement weather. These changes can be best communicated by email or a quick phone call/text. Please ask your parents the best way to communicate information to them. Please check with your Manager on how you can best help him/her. Also, it is helpful to put a reminder on the schedule for players to bring water to practices and games.

TEAM WEBSITES: If you or someone on your team wishes, there are various options for team websites (here are a few: shutterfly.com, teamonthree.com, teamzonesports.com, eteamz.com) This is an easy and fun way to show off your team's pictures throughout the season as well as a means of communicating with your team. You can do as little or as much as you want using a FREE website. In addition, there is an option on the league's new website, through Blue Sombrero, to have individual team pages. If interested, contact Oliver Weiler at oliver.w@claremontlittleleague.org.

YEARBOOK: The 2018 CLL Yearbook is going to be great! What makes the yearbook great? Your pictures! In an attempt to better showcase more players from the majority of teams, we will be asking representatives from each team to submit photos towards the middle of the season. If you, or someone you know, call yourself a photographer, professional or amateur, or enjoy making digital scrapbooks, please contact me to further discuss the yearbook needs. We are offering pre-purchased yearbooks for \$20. Price will go up to \$25 around Spring Break. Order and pay online at our website (www.claremontlittleleague.org). Locate FUN STUFF tab then ONLINE PURCHASES then ONLINE STORE link. Yearbooks may also be ordered at apparel table on various days throughout the season. Otherwise, limited quantities will be available for purchase towards the end of the season. Your assistance is appreciated in promoting the yearbook as this is a fun way to avoid truly fundraising (hint, hint). *However, with that said, we do sell ads in the yearbook and it would be great if each team could find one business to run an ad. Even a business card size for a nominal fee would be helpful! More info to follow as season progresses.*

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 can be purchased for \$1, which will include a treat and a drink. Available treat choices will vary. Some Team Parents have found that if they collect the entire snack bar ticket money at the beginning of the season (\$1 per game), there is no chance of forgotten responsibilities. After collecting the money, the Team Parent can purchase snack tickets the day of your game 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) or if your team chooses not to participate in snack tickets, please ask about any food allergies and work out a schedule for parents to provide a snack at the end of the game. You should EXCLUDE the manager from the snack schedule unless he or she says they want to be included.

Note: No seeds or gum in dugout. Please ask parents to collect seeds in cup so our bleachers aren't covered in gross spit-out seed shells.

SNACK BAR: The Snack Bar is our only resource for revenue. We encourage parents, family and friends to take advantage of the snack bar throughout the season. We are not taking parent volunteers to work in the snack bar. We will continue to run the Snack Bar under the management of the Snack Bar manager Jeanette Perez, Snack Bar liaison Oliver Weiler and trained paid teenagers.

CLAREMONT LITTLE LEAGUE APPAREL: We have t-shirts, sweatshirts, hats...galore! Please communicate with the parents on your team and encourage them to purchase an item of interest. Apparel will be available during the season but the league hopes to have a strong push before the season begins; hopefully at picture day and Opening Day. If interested in helping to sell apparel please contact me or Eric Martinez at eric.m@claremontlittleleague.org

TEAM PARTIES, AWARDS, & GIFTS: You may want to consider having a pre-season team bonding party, such as a BBQ at the park after practice. At the end of season, the Team Parent coordinates the team party as a way for the Manager to honor each player and for the team to say thank you to Managers, Coaches, Scorekeepers, and other key volunteers. Ask the Manager if he/she has a preference for a party place.

Suggestions for Parties:

~Consider cost and schedule in order to include everyone~

- Pizza Party - prior arrangements must be made with the pizza restaurant to avoid overcrowding. Eddie's New York Pizzeria, Round Table Pizza and Red Devil Pizza have been very accommodating in the past.
- Park or Home Party-Picnic, pizza, potluck, barbecue, etc.
---Baseball game: Players vs. Parents with potluck to follow.
---Swim party
- Quakes baseball game with team announcement, field walk-on, player participation, etc. Contact Quakes Stadium ASAP to RSVP as opportunities fill up quickly
- Bounce House/Laser Tag/Trampoline party

Ideas for Coach/Manager/Scorekeeper Gifts:

~ Try to personalize as best as you can for the person who will be receiving the gift. ~

- Check out photo gift ideas (mugs, blankets, photobooks, picture collages) on websites such as Snapfish, Shutterfly, Costco.
- Have gifts, plaques, trophies made via laser engraving, embroidery and/or screen printing. Some suggestions are Timeless Creations 909-912-2604, Code3creations 909-855-4393, Action Awards 909-982-3172.
- Team picture matted and framed, with players' autographs on the mat.
- Baseball signed by the team. Many sports memorabilia shops carry nice holders/stands.
- Gift Certificate – dinner and movie, sporting goods store, Claremont Chamber of Commerce (good for several establishments in The Village and around the city), etc.

MANAGER/COACH EVALUATIONS: We may or may not have formal evaluations this year. You will receive more information, as applicable, throughout the season. Either way, though, it is important to keep the lines of communication open and address any concerns that may arise throughout the season. We encourage feedback; if we don't know that there's an issue, we can't begin to solve it. Please contact me (TP Coordinator), your Division Rep, any Board Member and/or League President (all contact info available on CLL website) if you have any concerns or questions.

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. A copy of the Code of Conduct has been included in this handbook for reference and it is posted on website. Please review with players and families. Remember, your kids are watching you.

LL PLEDGE: We are once again reciting the Little League Pledge before each game this season. It sets the tone for the game and reminds the players (and parents) of the importance of sportsmanship. You were given a baggie of Little League Pledge cards tonight. Please pass these out before each game and remind your Manager too. Players from each team will line up in front of their respective dugout base lines, facing the stands and recite the pledge together. Collect cards to be used at the next game. Eventually, after a few games, the players should learn the pledge and not need the cards.

Claremont Little League

IMPORTANT THINGS TO KNOW AND REMINDERS

***Safety** – Ice and first aid should be available at all practices and games. 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. Any injury, other than minor scrapes, needs to be reported by Manager or Team Parent via the incident report found on our website. In addition, the league has purchased an Automated External Defibrillator (AED). It is located in field box 2. Managers and Coaches have been trained to use it. If you would like more information on this device, please contact Randy Plotkin at randy.p@claremontlittleleague.org.

***The Little League Web Page** – www.claremontlittleleague.org

The website will periodically update information including schedule changes, game results and special events. Check often for the most up-to-date information. You will also find the Contact List for all CLL Board Members and non-board positions.

***Scorekeeping/Pitch count meeting, Tuesday February 26, 2019 7pm Hughes Center**-At least one representative from each team needs to attend this meeting, excluding T-ball and Farm.

***Opening Day, March 2, 2019** – Kiwanis will, once again, hold a pancake breakfast, 8-10:30am, prior to Opening Ceremony. Your help in organizing tickets sales is appreciated. Please encourage your team to purchase tickets online. Pre-ordered tickets are \$5/person. Will be \$6/person day of event. The actual ceremony will be held at 10:30am on Field #1 at College Park. Be sure to communicate where and when you would like your team to assemble. All teams will line up by 10:15am around Field 3 then parade through the park onto Field 1. The teams, dressed in full uniforms, 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. ☺ Please be sure to have the players pick up any trash and not leave anything behind on the field. Also, please encourage your team members to check out the silent auction/opportunity drawing table and various vendor booths. Opening Day Coordinator is Centia Batz.

***City Tournament, 2 weeks before Closing Ceremony(May 20-June 1, 2019)**-JV and up participate. Extra games to declare an overall division winner. Only the 1st, 2nd and 3rd place teams in JV, Minors and Majors(1st place in Juniors) will receive trophies. Tball and Farm players will each receive a trophy at the end of the regular season.

***Closing Ceremony: June 1, 2019**

***Support our Sponsors**-Look around the various fields, spot the signs and pick a sponsor to support. Our website also lists our sponsors. Please do business with these people. When doing so, tell them you are from *Claremont Little League* and express appreciation for their support. It is important that they know we are grateful. Please remind your team that without our sponsors, fees would be much higher. Thank you!

Let's talk about FUNdraisers!

We will be doing some fundraisers throughout the season. Some of these may be shopping days at local merchants, restaurants that donate back to the league, vendors that offer goods for sale at our fields and 50/50 raffles. All of these sponsors give back to us, so please spread the word for them to your family, friends and baseball team. Opening Day will have many opportunities for raffles, silent auction items, vendors, etc. Please encourage your families to participate. Also, revenue from the snack bar is a substantial part of our budget. We will be offering a great variety this season along with some menu changes. We hope to have some local restaurant days serving specials at our snack bar as well. It's a great way to support CLL while hanging at the park with friends.

Gift baskets-Each team is asked to put together a basket which will be offered via silent auction or opportunity drawing on Opening Day. Please choose a theme (or random collection of good stuff), delegate/collect items (*ask for donations from local businesses; see sample letter) and/or monetary donations to be used to purchase items and then put together an attractive basket. Baskets will need to be ready BEFORE Opening Day. Ali Martinez is the Silent Auction Committee Chair. The committee consists of Reps from each division. This can be an overwhelming job so please help by keeping in communication. Please contact your division's designated coordinator with theme, inventory of the items, and total value. Delivery information will be forthcoming via email. Also, volunteers are needed to manage the silent auction/raffle tables on Opening Day. This will include collecting money, selling tickets, answering questions, etc. Even an hour of helping would be appreciated. Contact Ali @ cqamom@gmail.com if you or someone from your team is able to help. Ideally, we need at least 2 volunteers per division.

FUN events ahead... more info to come via emails/website

- April 13-CLL day at Quakes Stadium
- May 4-Last Name Brewing

***As the messenger to your team, you will be receiving emails, sometimes A LOT of emails. Please do not disregard them. Please forward the emails appropriately to all your team families.

Thank you so much for volunteering your time.

Please do not hesitate to get in touch with me with you have questions/concerns.

Julia Preovich, Team Parent Coordinator

Julia.p@claremontlittleleague.org or (714) 401-2909 cell/text