

# Penn Township Athletic Association

**COACHES ORIENTATION**

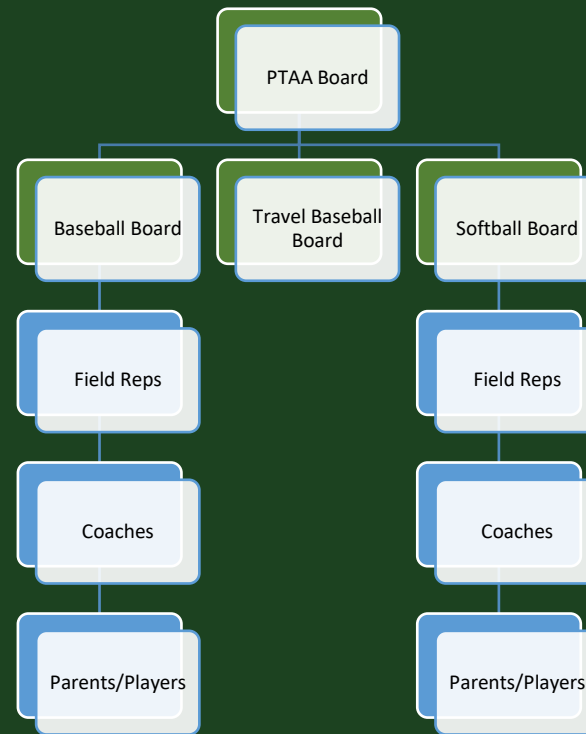
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## PTAA MISSION

The PTAA Mission is to provide an exciting and safe atmosphere, in which the youth from the Penn Township community and beyond can excel and triumph in the traditional American pastimes of Baseball and Softball.

## PTAA ORGANIZATION



## MEET THE BOARD - PTAA

Mains, Chris

[ptaa.president@playptaa.com](mailto:ptaa.president@playptaa.com)

PTAA President

Yamrick, Brad

[ptaa.vicepresident@playptaa.com](mailto:ptaa.vicepresident@playptaa.com)

PTAA Vice-President

Keenan, Jason

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PTAA Secretary

Bertosh, Amber

[ptaa.treasurer@playptaa.com](mailto:ptaa.treasurer@playptaa.com)

PTAA Treasurer

Tyburski, Rebecca

[ptaa.concessions@playptaa.com](mailto:ptaa.concessions@playptaa.com)

PTAA Director of Concessions

Cox, Jaison

[ptaa.maintenance@playptaa.com](mailto:ptaa.maintenance@playptaa.com)

PTAA Director of Field Maintenance

Welsh, Amy

[ptaa.sponsors@playptaa.com](mailto:ptaa.sponsors@playptaa.com)

PTAA Sponsorship & Fundraising  
Director

Ridley, Erica

[webmaster@playptaa.com](mailto:webmaster@playptaa.com)

PTAA Web & Communications Director

## MEET THE BOARD - SOFTBALL

Moors, Craig  
Cardamone, Mike

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[softball.assistantdirector@playptaa.com](mailto:softball.assistantdirector@playptaa.com)

Director of Softball  
Assistant Director of Softball

Popovich, Matt  
Rybolt, Darren  
Roland, Kelly  
Yamrick, Brad

[softball.secretary@playptaa.com](mailto:softball.secretary@playptaa.com)  
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[softball.equipment@playptaa.com](mailto:softball.equipment@playptaa.com)  
[softball.maintenance@playptaa.com](mailto:softball.maintenance@playptaa.com)

Secretary of Softball  
Fast Pitch Coordinator  
Softball Equipment Manager  
Softball Field Maintenance Manager

## MEET THE BOARD - BASEBALL

Andrews, Rob  
Tyburski, Ron

[baseball.director@playptaa.com](mailto:baseball.director@playptaa.com) Director of Baseball  
[baseball.assistantdirector@playptaa.com](mailto:baseball.assistantdirector@playptaa.com) Assistant Director of Baseball

O'Connor, Nathan  
Johns, Bob

[baseball.secretary@playptaa.com](mailto:baseball.secretary@playptaa.com) Secretary of Baseball  
[baseball.equipment@playptaa.com](mailto:baseball.equipment@playptaa.com) Baseball Equipment Manager

Vacancy

[baseball.maintenance@playptaa.com](mailto:baseball.maintenance@playptaa.com) Baseball Field Maintenance  
Manager

Vacancy

[baseball.allstars@playptaa.com](mailto:baseball.allstars@playptaa.com) Baseball All Star & Tournament  
Manager

## MEET THE BOARD - TRAVEL

Lenart, Brian

White, Tom

Stewart, Jason

[travel.director@playptaa.com](mailto:travel.director@playptaa.com)

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[travel.secretary@playptaa.com](mailto:travel.secretary@playptaa.com)

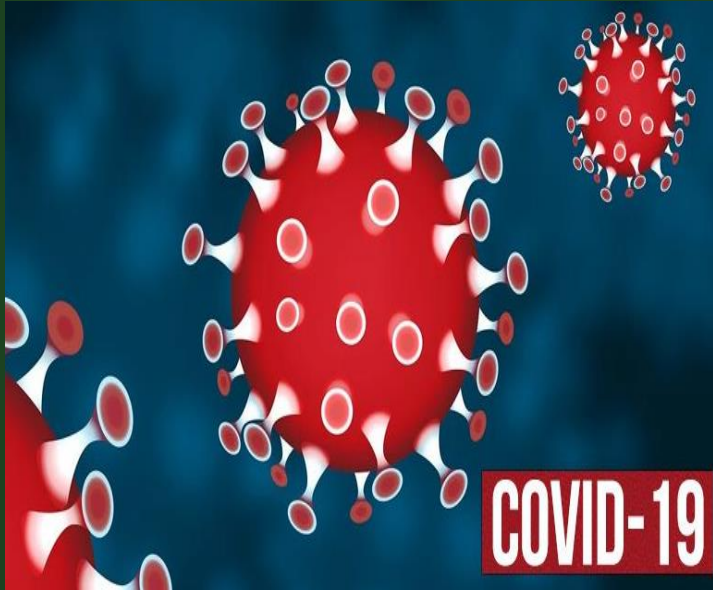
Director of Travel Baseball

Assistant Director of Travel  
Baseball

Secretary of Travel Baseball

# COVID GUIDELINES

## EVERYONE MUST DO THEIR PART TO STOP THE SPREAD!!



We must follow the guidelines if we want to play at the municipal park. Just because other parks are not following guidelines does not mean we don't have to.

Teams visiting our park need to abide by our guidelines.

All coaches should read and fully understand the guidelines posted at [Playptaa.com](http://Playptaa.com) under the COVID page.

Players with unsigned waivers cannot participate in any PTAA program.

COVID Supplies each dugout will have:

- Clorox/comet spray for spraying hotspots.
- Towels/Wipes – Wipes hard to find/use towels with spray in place of wipes. Spray wipe first then wipe. Do not reuse wipes. Dispose of wipes properly.
- Each Coach should have bottle of sanitizer, backup bottle will be provided in dugout closet.

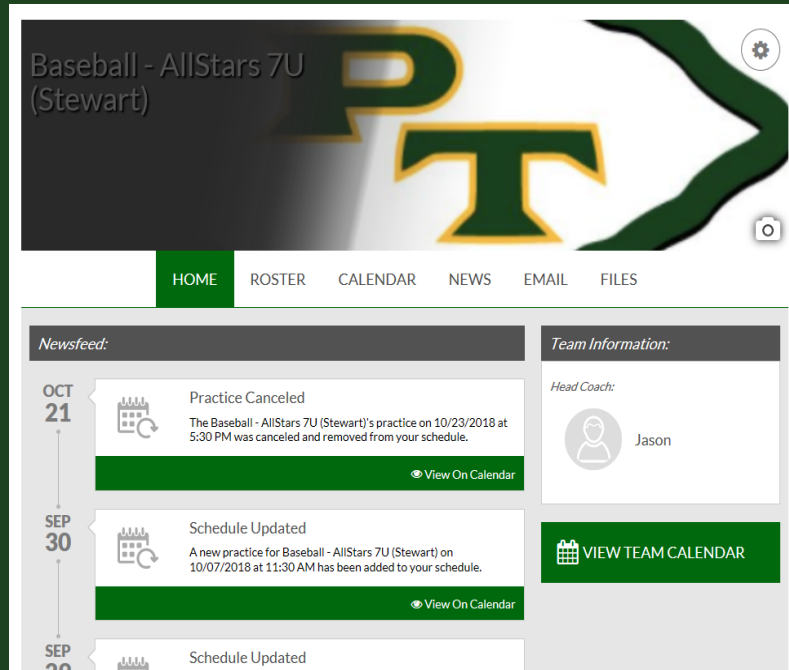
Do not take supplies from dugout, if you run out make sure you tell someone.

Coaches responsibilities for managing the spread of the virus:

- Make sure players are distancing during practices spread teams out across both dugouts, space equipment and bags 6 feet apart. During games have kids sit outside dugouts spread out. During warm ups and discussions with players make sure players are spread out. Failure to distance requires masks.
- Defensive Teams should use own ball during innings
- Umpires should line up behind pitcher and not touch players, equipment, or balls.
- Sanitize players hands before and after each game/practice
- Clean equipment before and after each practice. No sharing of equipment.
- Spray hotspots before and after each practice
- No touching or handshakes or high fives etc....clap to cheer players on. Limit contact to game play only.
- Spectators per player should be limited to 2 when possible. Limit field to 90 people.
- Only coaches and players in the dugout/field areas.
- No spitting, seeds, or gum allowed.
- If a coach notices a player who is sick remove them immediately and escort player to parent.



# WEBSITE



## Website Content:

Division bylaws, league rules, board contact info, association news, sponsorship forms, registration, account setting, important dates, etc.

Log on to Coach account to:

Manage team (from team page)

View rosters

Schedule practices & games (you enter these yourself)

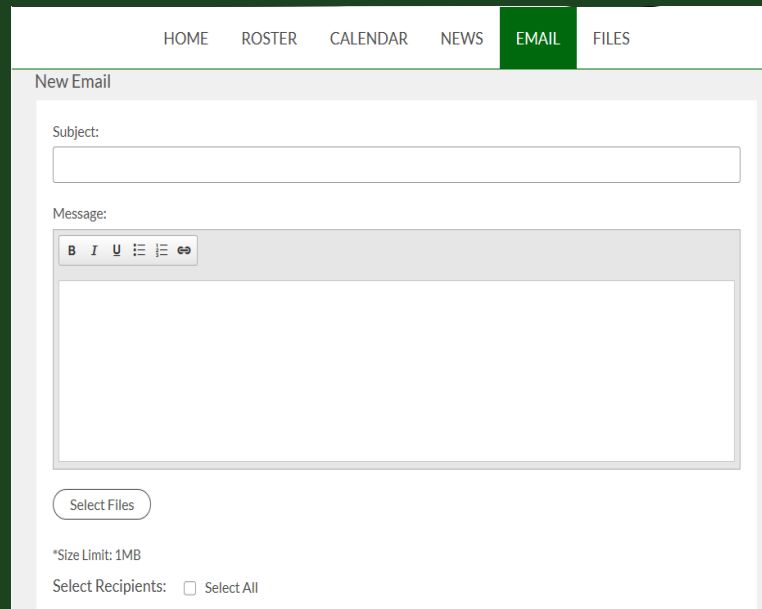
Enter Scores

Communicate with your team

Information on how to use the website can be found online at [playptaa.com](http://playptaa.com) under the COACHES CORNER section of the site.

Issues/questions: [webmaster@playptaa.com](mailto:webmaster@playptaa.com)

# COMMUNICATION TIPS



The image shows a screenshot of a web-based email composition interface. At the top, there is a navigation menu with links for HOME, ROSTER, CALENDAR, NEWS, EMAIL (which is highlighted in green), and FILES. Below the navigation is a form titled "New Email". The form has a "Subject:" label followed by a text input field. Below that is a "Message:" label followed by a larger text area. Above the message area is a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, and a link icon. Below the message area is a "Select Files" button. At the bottom left of the form, it says "\*Size Limit: 1MB" and "Select Recipients:  Select All".

Don't be afraid to over communicate!

Send practice/game reminders & field/weather updates

Set expectations:

- Bad weather = possible last minute delay/reschedule
- Communicate when you'll know (i.e. checking fields @ 3pm; update to follow)

PTAA prefers email via site (archives communication)

If text, confirm mobile numbers first

If parent conflict, do in person (not via text or email). Use resources (i.e. league director) for help

Check out the COACHES CORNER – Team Page Overview for more info

# MAINTENANCE

**FIELD MAINTENANCE**

**COACH RESPONSIBILITIES:**

[AFTER GAME/PRACTICE RESPONSIBILITIES](#)

[WEEKLY RESPONSIBILITIES](#)

**MAINTENANCE HOW TO's:**

[FIELD MAINTENANCE TIPS](#)

[FIELD MAINTENANCE MANUAL](#)

Field maintenance begins with all of us

Shed Contents:

Bases – put away after every use; do not leave out

1 Shovel/Rake

3 Field Dry Bags

2 Line Chalk Bags

1 Chalk Liner Machine

\*Additional supplies in field 5. **If you use it, replace it**

Expectations:

Before & after practice/game field prep

Weekly maintenance

Field Assignments (by division/age)

\* Additional information on COACHES CORNER

**See it, report it** (i.e. broken gate), make reports to maintenance director  
[Ptaa.maintenance@playptaa.com](mailto:Ptaa.maintenance@playptaa.com)

**Work parties are mandatory** and not optional. Failure of a coach to work a work party may impact coaches standing with organization. Parents should also be encouraged to attend.

## CONCESSION



**YES!!**

At this time concession is closed

We are planning to try and open later in the season

We are planning to try and open the stand during tournaments.

Anyone who paid the \$50 concession opt out fee will be refunded if stand does not open.

## EQUIPMENT



Equipment managers provide (as needed):

Scorebook

Dozen game balls

Equipment bag

Catchers equipment

Batting helmet

Heart guard

Shed keys

Coaches Responsibility (player safety)

- \* All players on pitchers mound required to wear heart guard
- \* Catchers required to wear helmet, chest guard, and shin pads
- \* Batters required to wear helmet
- \* Use approved bats for league played in

All coaches must **return equipment** at the **end of the season**. Failure to return equipment may impact the coaches standing with the organization.

Equipment issues should be directed to the equipment managers  
[softball.equipment@playptaa.com](mailto:softball.equipment@playptaa.com) or [baseball.equipment@playptaa.com](mailto:baseball.equipment@playptaa.com)

# UMPIRES



Every team has umpires (except Softball 6U/8U & Baseball Instructional )

Home team pays umpire cash

Max 50% home games per team. Exceptions require director approval

Softball/Baseball Director to distribute money to coaches

League umpire fees vary; confirm with scheduling coordinator.

Payout tracking log required:

date	time	amount paid	umpire/s signiture
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Log & unused money turned into PTAA at season end..

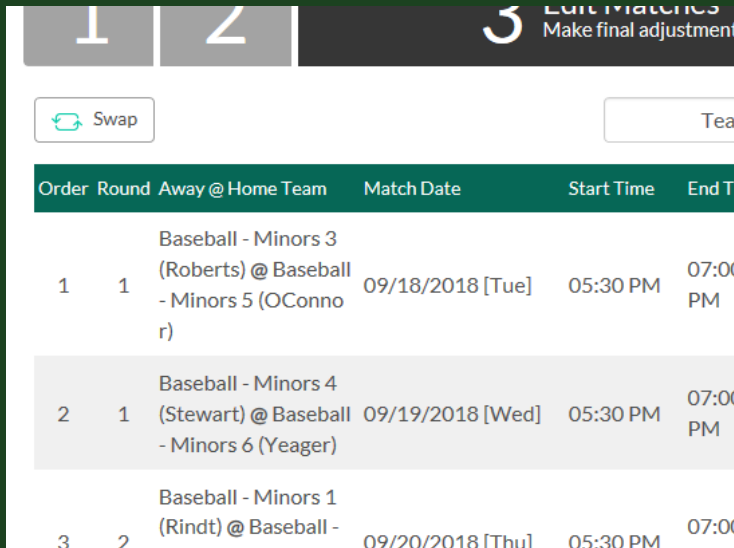
Umpire cancellations at least 2 hours before game start; otherwise we may pay.

Failure to notify umpires properly, to turn in log , or to turn in money may impact the coaches standing with the organization.

**Umpire** calls are **final**.

Any coach fighting with a umpire will be removed from the organization.

# SCHEDULING



The screenshot shows a scheduling interface with a table of matches. At the top, there are three numbered steps: 1, 2, and 3. Step 3 is highlighted and labeled 'Edit Matches' with the subtext 'Make final adjustment'. Below the steps is a 'Swap' button and a search box labeled 'Tea'. The table has the following columns: Order, Round, Away @ Home Team, Match Date, Start Time, and End Time.

Order	Round	Away @ Home Team	Match Date	Start Time	End Time
1	1	Baseball - Minors 3 (Roberts) @ Baseball - Minors 5 (OConnor)	09/18/2018 [Tue]	05:30 PM	07:00 PM
2	1	Baseball - Minors 4 (Stewart) @ Baseball - Minors 6 (Yeager)	09/19/2018 [Wed]	05:30 PM	07:00 PM
3	2	Baseball - Minors 1 (Rindt) @ Baseball -	09/20/2018 [Thu]	05:30 PM	07:00 PM

Max 50% home games per team. Exceptions require director approval

Master schedule = website schedule. If its not on the website then you do not have the field reserved.

Make sure you follow the scheduling guidelines and schedule planning calendar when scheduling games and practices. Both documents are available on [www.playptaa.com](http://www.playptaa.com).

Practices and games will be imported/modified by the web administrator due to COVID scheduling restriction enforcement.

Cancelled games should be done 2 hours before game time. Coach should notify opposing team of cancellation. Coach should then notify field representative/league administration of cancellation. Make sure you actually talk to someone and not text or email your cancellation since its time sensitive. Field rep will cancel umpires and update the website game status. Failure to cancel games properly may impact coaches standing with the organization.

If rescheduling games make sure you let your field rep know of game reschedule and they will update previously cancelled game to a future day and time.

## SPONSORSHIP



Sponsorships offsets our fees that we collect for our programs.

2 Types of sponsorships are available

1. Scoreboard
2. Team

Prior to uniforms being ordered a team must have a teams sponsor.

Coaches who don't have a team sponsor should reach out to parents and see if anyone is interested in sponsor the team. Does not need to be a business, it can be a family.

Scoreboard sponsorships are available on most fields.

More information check [Playptaa.com](http://Playptaa.com) or email PTAA Sponsorship Director [ptaa.sponsors@playptaa.com](mailto:ptaa.sponsors@playptaa.com)



## MEMBERSHIP

A "member in good standing" is a member who, in the judgment of the PTAA Board of Directors, is performing the duties of his position, does not have possession of monies or materials due the Association for a period of time deemed in excess of reasonable, and is conducting himself/herself in a manner consistent with that intended by the Association.

### Good Standing Can Be Impacted By:

- Not showing up to membership meetings.
- Not working scheduled concession stand duty.
- Not turning in equipment at the end of season.
- Not turning in umpire money log or left over money.
- Not cancelling umpires properly.
- Not working on work days.
- Not maintaining assigned fields properly.

### Value Of Being In Good Standing:

- Eligible to vote.
- Seniority in organization.
- Continued coaching opportunities.
- \$50 flat fee for entire family during walk-in registration during the following season.
- Coaches jacket on 5 year anniversary.

Section C A "member in good standing" is a member who, in the judgment of the PTAA Board of Directors, is performing the duties of his position, does not have possession of monies or materials due the Association for a period of time deemed in excess of reasonable, and is conducting himself/herself in a manner consistent with that intended by the Association.

Section D A member who has been determined to be "not in good standing" by the PTAA Board of Directors shall not be eligible to vote at any general membership meetings or divisional meetings and may be subject to further disciplinary and/or legal action, as is deemed necessary, by the PTAA Board, including dismissal from the Association in accordance with these bylaws.

## MISCELLANEOUS

- Mobile App
  - Website change from DSG to Sports Connect. Mobile App function lost.
  - Trying to get more information about this.
- Pictures
  - Every in house team will have a team picture time/day.
  - Picture time/day will be posted to team calendar.
- Open Balances
  - If player has an open balance prior to start of season they will not receive uniform until balance is paid.
  - If player incurs a open balance during season like concession fee they cannot participate in playoffs until balance is paid.

## IMPORTANT SCHEDULING DATES

- Fields Open for use June 13<sup>th</sup>.
- No formal Opening Day this year planned.
- Spring Season ends August 23<sup>rd</sup> . In house ends August 8<sup>th</sup>.
- The Annual All-Star Baseball tournament – June 26th to July 2<sup>nd</sup>
- The USSSA SUMMER SHOWDOWN softball tournament will be held from July 10th to July 12th.
- Schaab Tournament Cancelled this year.
- The USSSA SUPER NIT Make Up Tournament is August 1<sup>st</sup> & 2<sup>nd</sup>
- Fall Season August 23<sup>rd</sup> to October. 31st
- Fall Festival No activities in Park September 23rd to 29th

QUESTIONS?

