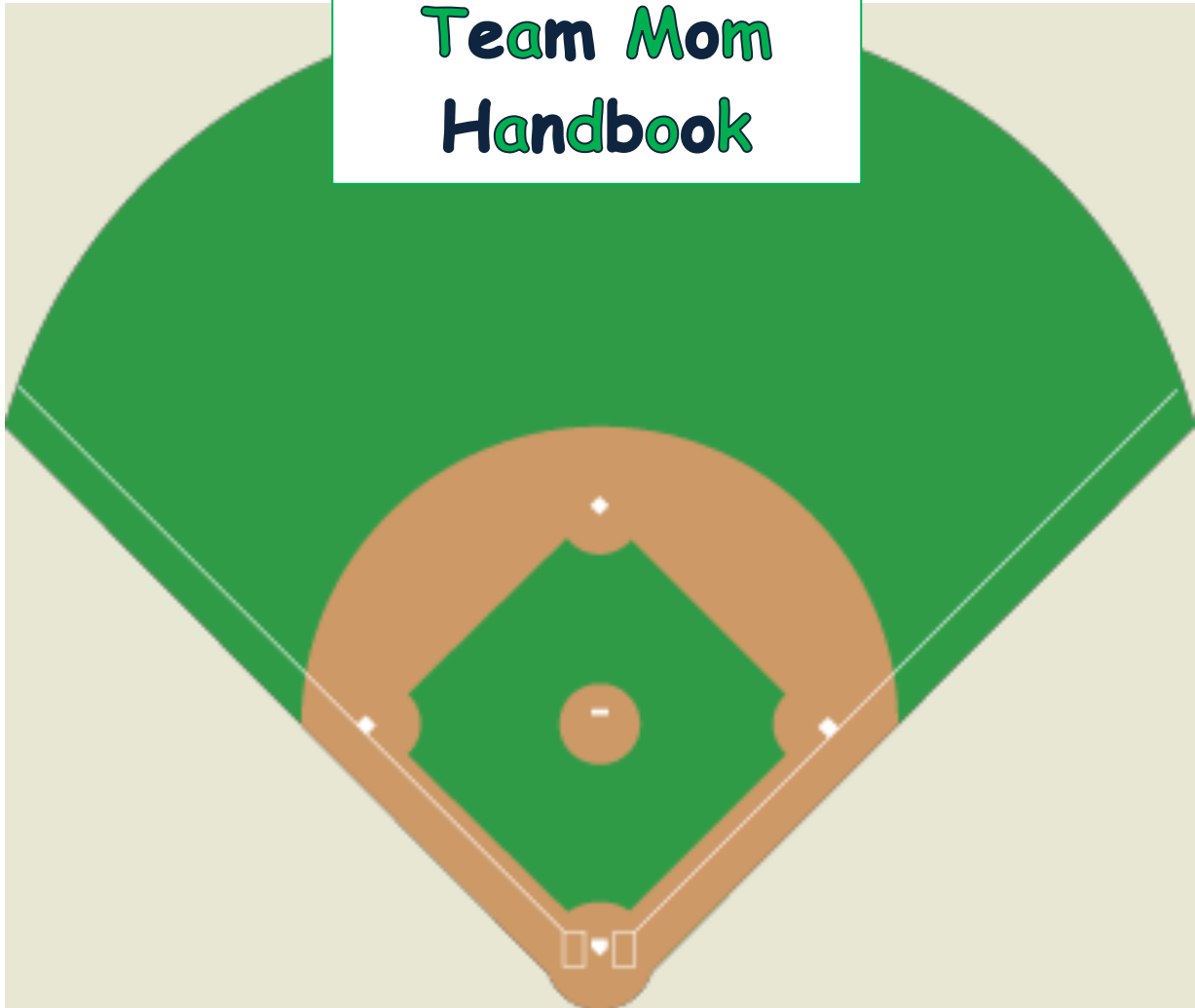


**M**  
**MACEDONIA**  
**M**  
*Baseball & Softball*

**Team Mom  
Handbook**



"Teamwork is the fuel that allows common people to produce uncommon results."- Unknown



## BOARD OF DIRECTORS

(Contact information for any of these positions can be found on the Macedonia Baseball website under "Contacts" at [www.macedoniabaseball.org](http://www.macedoniabaseball.org))

### **Executive Board**

Chris Johnson  
Tim Lovato  
David Malecki

### **Leadership Directors**

Director of Baseball – Chris Johnson  
Director of Coaches – David Malecki  
Secretary – Andrea Pettett  
Treasurer – Andrea Pettett  
Director of Uniforms – Andrea Pettett  
Director of Equipment – Tim Lovato  
Director of Facilities – Matt Cripps  
Director of Concessions – SaBrina & Jason Woodall  
Director of Scheduling – Chris Johnson  
Director of Sponsorships – Tony Cipriani  
Director of Fundraising – Debra Wright  
Director of Communications – Debra Wright  
Director of Team Moms – SaBrina Woodall  
Director of All Stars & Travel Teams – Tim Lovato  
Webmaster – Debra Wright

### **Age Group Commissioners**

3/4 – 7/8 Chris Johnson  
9/10 – 13/14 Andrew Pettett



The logo features a large green letter 'M' with a white horizontal bar across its center containing the word 'MACEDONIA' in green capital letters. Below the 'M' is the text 'Baseball & Softball' in a blue, cursive script font. Underneath the script is the title 'TEAM MOM HANDBOOK' in bold, black, sans-serif capital letters.

## TEAM MOM HANDBOOK

### Introduction

So, you're the Team Mom...What Do You Do Now? Many mothers tend to think that being the Team Mom is a very hard job, especially if it's their first time. Once you get a little bit organized, however, it's really not that bad. Make it fun and let the parents help. Remember: Parents want to be involved and for the most part, they are willing to do anything that is needed. **They just need to be asked.**

Here are some helpful proven tips to help get Team Moms a bit of a head start. You will learn more during the mandatory Team Mom meeting to be held once teams are selected.

### Meeting with your Team's Coach

Below are some key issues to discuss with your Coach:

- Practice location, time and days (this is usually hectic the first week)
- What to bring to practice i.e. Baseball pants, Hat, Glove, a drink. (Come prepared to practice)
- How will the two of you communicate schedule changes, i.e., rain outs/delays? (In most cases, everyone has a cell phone and can receive a text and you can sign up for the rain/weather text--check out our website for details)
- Who will notify parents? Will it be the Team Mom or Coach?
- What time should players arrive at ballpark for games? (i.e. 30 minutes prior to game).
- If a player will be missing a game/practice, who do they contact Coach or Team Mom?
- Does the Coach have any rules that you should be emphasizing to the parents?

### Team Info

All the key issues should be communicated to parents. Remember that not all parents have been involved in our program before! Please make sure to explain things in detail to all parents, just in case.

- Your coach will have the team roster. Please verify all player information (contact info & birthdate) and check for any jersey number duplications and reconcile those immediately. Also verify uniform sizes as these cannot be changed once ordered.
- Ask if any of the players have allergies or medical conditions you should be aware of. This is also very important information to let the other parents know for after-game snacks.

- **ALL Coaches, Team Moms and anyone that wants to be on the field for practice or games must complete a background check yearly. You can conveniently do this via the CRPA website : [Background Checks](#)**
- 
- Go over all practice and game related information.
- Review with the parents up front the financial contributions they will be asked to make during the season. There are normally three areas during the year:
  - ✓ Embroidery cost for placing names & #s on their hats (typically around \$5 and is optional and handled by team mom)
  - ✓ Fundraisers – we ask for 100% participation (more info below)
  - ✓ After game snacks & drinks (easiest to assign a family for each game in alphabetical order)
  - ✓ End of season parties, trophies (if desired) and coach’s gift (if desired).
- During spring season, we also offer:
  - ✓ Braves Night
  - ✓ Creekview Night
- Review with parents their involvement in helping out with the team:
  - ✓ Park Clean-Up (trash, bathrooms, playground, cages – Don’t leave bottles and candy wrappers out)
  - ✓ Grill Duty (every Saturday we will have teams scheduled and must have a volunteer from each team)
  - ✓ Picture Day
- Remind parents about [Macedonia's Facebook page](#) and website [www.macedoniabaseball.org](http://www.macedoniabaseball.org). You must create a user ID to access certain information in the website, but there is a lot of information on there:
  - ✓ Park calendar
  - ✓ Contact information
  - ✓ Payments
  - ✓ Team schedule & team standings.
  - ✓ Each team has access to their own page on our website. All of your players contact information is on there, you can post pictures, important news, snack schedules, etc.

**NO PETS or TOBACCO PRODUCTS are allowed in the ball park area or on school grounds.**

#### **4. Game Schedule**

- Your coach will be notified when the schedule is posted. Distribute this to your parents as soon as you get it!
- Some Team Moms create a separate schedule listing only their team’s games and incorporate the snack schedule on it as well as including dates for pictures and other events. Make sure to put a date on it, as this does change sometimes, and having the date on it will make it easy to recognize the most recent version.

#### **5. Functions to Delegate**

There are several roles that you can delegate to other parents through the season. Once you assign a duty to a family, ask them if they need to trade off their duty with another family due to conflicts in their schedule. Just ask them to keep you informed as to who is doing what.

Some of these roles and responsibilities include:

- **Scorekeeper (often an assistant coach) –**
  - ✓ **Home team** keeps the official batting order and updates the game's progress in the scorebook (supplied to coaches by MCC). They need to ensure that players are batting in correct order as lineup and verifies the number of runs scored by each team in every inning. Disputes occasionally arise relative to score, numbers of outs, etc., the scorekeeper should be referenced in these instances. Scorekeeper page **MUST** be signed by the umpire after each game. Home team is also responsible for lining the field before play.
  - ✓ **Visiting team** keeps the scoreboard (control box is always kept in the concession stand). Also responsible for emptying ALL trash cans at end of games
- **Assigning Snack Rotations** (Snack consists of a DRINK & SNACK for each child on the team) - Assign a day(s) for each family to bring snacks for each game day. Alphabetical order is an easy way to do this. It is always a good idea to have this list available and reference it each game, so that if the "snack parent" has a player call in sick on short notice, you or another parent can fill in for that parent for that game.
- **Special Note:** When distributing flyers, it can get confusing, trying to remember if everyone received one. I find that if I write each player's name at the top of the sheet, and pass them out individually, once they are all gone, you know every player received one. Always check to see if any players have allergies before choosing which snack to bring. Team snacks are available at the concession stand for a great price!
- **Dugout control** – An adult needs to be in the dugout at all times to keep control of the players not on the field and make sure players are ready for their turn at bat. This adult must have filled out the background check form and submitted it to the secretary.

## 6. Opening Ceremonies

- Your Coach will let you know of your teams' responsibilities, if any.

## 7. Picture Day (see website for updates)

- Establish a meeting place and time (usually 10-15 minutes prior)
- BE ON TIME! If one team is late it pushes the times back for all subsequent teams.
- Typically, each player that purchases pictures, receives two buttons (free).
- All players should come for picture day, even if not purchasing a photo package, to be included in the team photo.

## 8. Uniforms

- **Spring season:** the park issues each child a uniform that includes a jersey, hat, pants and socks & belt.
- **Fall season:** the park issues each child a jersey and hat only. We generally use standard grey pants and again, team moms should inform parents of color for socks & belt.

## 9. Team Fundraisers

Fundraisers are only successful if we get all parents to help! Give parents plenty of notice! We are a volunteer park--all fundraisers help to mend and keep our park at its current and best conditions

- **Picture day/night:** We receive money back to the park from all of our picture sales.
- **Braves game – (Spring):** Atlanta Braves. Free Player's ticket for every Adult's ticket purchase.
- **Concessions** – Grill duty is required by each team and times will be assigned once the game schedule is set.
- **Others (can change by season)**

*Please note: Macedonia Community Club (MCC) does not receive any financial support from the state, city or county recreation department. Our park runs by fundraising, donations and volunteers.*

## 10. Preparing for Season End

- **Play Offs** Tournament game times and dates can get hectic. Keep in mind these will change on short notice, due to the elimination nature of playoffs. Remind parents how important these games are, and how they must ensure their kids are still available for practices and games. (3&4-year-old teams do not participate in tournaments)
- **Player Participation awards and/or Trophies** are provided for our 3&4-year-old t-ball teams and for 1<sup>st</sup> and 2<sup>nd</sup> place (regular season) and 1<sup>st</sup> place and 2<sup>nd</sup> place (tournament winner).
  - ✓ Any other awards/trophies will be ordered by the Coach or Team Mom and paid for by parents (if desired).
  - ✓ Coaches will determine whether or not to do trophies.
  - ✓ Team mom needs to confirm that each player's name is spelled correctly on the Team Roster, as this is used for names on trophies. PLEASE DOUBLE CHECK THIS FOR ANY MIS-SPELLED NAMES! (This is done at the beginning of the season).
  - ✓ Please remember to order trophies in time for your end of season.
  - ✓ You may also want to see if any other teams are going to order, as you can usually get a group discount and/or free shipping this way.
- **Team Parties** – Plan the season end party, make it fun and memorable.
- **Equipment Return** – Remind your Coaches that all MACEDONIA issued equipment assigned at the beginning of the season must be turned in as soon as their games are complete. Contact Tim Lovato (Director of Equipment) [equipment@macedoniabaseball.org](mailto:equipment@macedoniabaseball.org) with any questions.

*A "Good Team Mom" helps with all the administrative duties so the Coaches can concentrate on teaching our kids baseball. We hope that you will find this information useful & helpful in making your job as Team Mom a little easier.*

Please contact SaBrina Woodall, Director of Team Moms, if you need anything –  
[teammoms@macedoniabaseball.org](mailto:teammoms@macedoniabaseball.org)

## Spring Season 2021 – Important Dates

<b>March 6<sup>th</sup></b>	<b>Spring Auterson Clinic</b>
<b>March 10<sup>th</sup></b>	<b>Team Mom Meeting</b>
<b>March 13<sup>th</sup></b>	<b>Opening Day</b>
<b>March 15<sup>th</sup></b>	<b>Popcorn fundraiser begins</b>
<b>March 24<sup>th</sup></b>	<b>SMAX Picture Night</b> <small>*Team Schedule TBD: 5-8pm</small>
<b>April 18<sup>th</sup></b>	<b>Fundraiser Ends</b>
<b>Mid-late May</b>	<b>End of Season Tourney</b> <small>*TBD: Depending on weather</small>

**\*\* Stay tuned for more important information throughout the season. \*\***