



Team Parent Handout

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1. Team Organization

Communicating With Your Team

- Email
- Text
- App

Player Organization

- Buckets with names
- All bags hung up on fence
- Label ALL hats, helmets, gloves, etc.
- Label drinks
- Bring a survival bag (items from the dollar store) "emergency needs"
- Sharpies
- Band aids
- Ice packs
- Bug spray or TheraCell
- Sunscreen

Team Snacks

- Set up a snack schedule (see attached sample), or
- Collect \$10? From each player for the whole season and you are responsible to bring snack each game (ask about player allergies).

Team Trophies

- Discuss with your coach as to whether team trophies will be given out at the end of the season and plan accordingly.

Team Party

- Discuss with your coach as to whether you will have a season-ending party and plan accordingly.

2. Photo Day

- Communicate photo date and time to your team. It is normally on Opening Day.
- Arrive 15 minutes prior to scheduled photo time to prepare.

- **PLEASE be on time.** Your team photo cannot be taken until the entire team and coaches are there. If your team fails to arrive within a reasonable amount of time, your team photo may have to be rescheduled for a later date.
- Order forms will be emailed to your coaches and posted on the SCAA website.

3. Rain Policy/Lightning Policy/Cancellations

- When there is inclement weather SCAA sends an email out to board members to have someone check the fields as late in the day as possible, but prior to 3pm, as we have to give umpires 2 hours' notice.
- It is important to remember that there are many times it is pouring nearby, but no rain at all at the complex, so don't assume that if you see rain where you are that it means it is raining at SCAA.
- SCAA's fields drain well, so it may have rained, but the fields still may be play-able.
- **PLEASE do not contact SCAA about the weather.** The emails and Facebook messages can be overwhelming. If there is a rain delay or cancellation, **SCAA will send an email out, and post on Facebook**, as soon as a decision has been made, so please check those, and make sure to like us on Facebook.
- **No news means games are on as scheduled.**
- Please remember that there will be times when the fields are fine when checked and then rain moves in right before or at game time, and you may show up and have to leave, but it is rare that games will be cancelled due to "possible" rain.
- If a game is halted due to rain, and eventually called off, and it has gone past the half-way point (see SCAA rules) then it will be considered a complete game and not be continued at a later date.
- Practices are normally not cancelled by the league; we leave that as a coach's decision unless we feel that as a whole conditions are unacceptable.
- **Games will be suspended for 30 minutes** upon the observation of **cloud-to-ground lightning bolt** – **NO EXCEPTIONS**. This is not the same as "heat lightning". The umpires will make this call, but coaches and parents are encouraged to inform the umpire if they see it and the umpires do not. A board member may also intervene if they see it and the umpire does not.
- If another cloud-to-ground lightning bolt is seen during the 30 minute delay, the clock restarts from scratch and the 30 minute delay starts again. This will repeat each time a new bolt is seen.
- If the delay goes much past 30 minutes total, there is a good chance that the game will be called off, especially if there is another game following the current one. If that game

is called off, and it has gone past the halfway point (see SCAA rules) then it will be considered a complete game and not be continued at a later date.

- Parents are encouraged to get their kids out of the (metal) dugouts and everyone should move into their cars or under a pavilion, knowing that they have a minimum 30 minute wait.

4. Rules & Conduct

- Our playing rules are on page 7, and our conduct rules are on page 17, of our SCAA Baseball & Softball Rules, which can be found in our "Downloadable Forms & Files" section on our website.
- Our rules include overall playing time requirements, and infield playing requirements, to ensure that all players get comparable playing and position time.
- We have FAQ's, which can be found in our "Downloadable Forms & Files" section on our website, that answer many questions you may have. If you have a question that is not answered on there, or have other concerns, please look up your division's Player Agent or Field Director and contact them, if it pertains to rules or your team. For questions or concerns in other areas, consult the "Contact Us" section on our website and look for the applicable Board Member.
- SCAA is very strict on conduct for players, coaches, parents and all guests. Please know our rules and set a professional and responsible example for all. Also, please make sure your families and friends visiting know this as well.
- Speeding, weapons, alcohol, profanity and confrontational behavior are prohibited.
- Smoking is allowed ONLY in the parking areas.
- ONLY licensed service pets are allowed.
- Please help remind your teams to pick up trash from their sidelines and dugouts, and empty dugout cans, after every game. This can be done when players are packing up.

5. Safety

- SCAA has an AED (Automated External Defibrillator) which will be kept in the main concession stand on the wall to the left as you enter the main door.
- There is a "Pulsepoint" Respond app that we recommend to all parents to download that will alert anyone with it downloaded when there is an emergency within ¼ mile of the defibrillator. This could help save a life if someone with CPR training is nearby and can help administer such until the defibrillator is accessed and medical personnel can arrive.

6. Uniforms

- Dicks Sporting Goods has uniforms (and equipment) and is a big SCAA sponsor.
- Trademark Printing is our sponsor and are available to pick up from, and deliver to, the complex (an order form is included in each bag of baseball uniforms), making the process easier for teams.
- There are other printers, and SCAA does not mandate using Trademark, but we strongly encourage teams to use them because they are a sponsor and also donate back to SCAA for every shirt printed.
- Uniforms have been sorted based on the sizes entered at the time of registration, and bagged for each team, in each division.
- Baseball uniforms are ready and should be picked up at the Team Parent Meetings.
- Softball uniforms will be ready at a later date and coaches will be notified when they are.
- Baseball Teams: Players get a jersey and hat. Coaches get a hat (3 per team, except Pinto teams get 4).
- Softball Teams: Players get a jersey and 2 pairs of socks. Coaches get a jersey (3 per team, except Pinto teams get 4).
- Coaches will determine what color belts, socks (for baseball) and pants to purchase.
- Consult the coach on number and name printing colors.

- Consult the players on number preferences. We recommend giving returning players first choice, on a first-come-first-serve basis, and then new players on a first-come-first-serve basis.
- If baseball coaches or parents want to purchase shirts or extra hats they can contact the Uniforms Manager. Prices are \$15/shirt and \$10/hat. Not available for softball due to custom ordering.

For following up info about uniforms contact:

Ally Hemphill (for Baseball) @ email: scaauniforms.baseball@gmail.com or

Lisa Hirschman (for Softball) @ email: lhirschman@cox.net.

7. Finances

- SCAA is a 501©3 non-profit organization and though some services are sub-contracted, the Board of Directors are unpaid volunteers.
- It costs over \$300,000.00 per year to run SCAA.
- SCAA gets zero funding from the city. All of SCAA's income is through the following:
 - Registration
 - Concessions
 - Tournament Fees
 - Fundraising Efforts*
 - Sponsorships*
- Without our fundraising* efforts and sponsorships* the rest of our income would not support our expenses.

8. Raffles/Fundraising/Sponsorships

- We have a sponsorship program that **rewards our members with refunded registration for acquiring sponsors**. This can also apply to Verizon employees who secure donations from Verizon through the *Verizon Foundation Fund*, based on their volunteer hours.
- We are asking all players to sell raffles as an important means of income to help maintain the league/complex, as well as to make improvements. The raffle cost is \$5/each or \$20

for a book of five. This should be explained and handed out to the team at the next practice, and have extra raffles on hand to pass out as needed.

- Prizes (to be discussed) will be awarded to players that sell one book, three books and five books. Please encourage them to sell and pass out prizes as they are earned.
- Prizes (to be discussed) will be awarded to many winners. The number of prizes could be over 25 depending on acquisition of them. Parents can help by soliciting prizes from local companies.
- Raffle moneys and stubs should be collected at each practice and a tally recorded. Top sellers in the league will win large prizes (to be discussed).
- Raffle stubs, monies and tally sheets will be collected on Opening Day, at a table next to the photo area. **PLEASE REMOVE STAPLES FROM RAFFLES and organize the money from the players in ONE bag.**

For follow up info about raffles/fundraising, or the need to acquire more raffles and player prizes, contact: BJ Raftery @ 757.754.9249 or email: WJRaftery@yahoo.com

For follow up info about sponsorships, contact: Mary Stott @ mstott@pembrokemall.com

9. Concessions Requirements

- There is a bulletin board with the schedule, instructions, floor map and board member names and numbers, etc. on the wall over the freezer on your right after you walk in.
- We will have a quick walk-through tutorial at the end of the meeting.
- Concessions is open for practices 5:30-7:30 on Mon.-Thur. and 9:00-2:00 on Saturdays.
- We need to avoid loss by over-cooking when there's a rush, as it dies off quickly.
- **Working concessions is a documented mandatory requirement as part of the registration process**, in which your acceptance is required before registration can be complete. We are all volunteers and we need your help, as concessions is the second largest part of our income (around 20%).
- Please keep kids from playing with vending machines and shoving dirt and sticks in them.
- We only ask teams (as a whole) to work concessions **once** per season, for 3-4 hours.
- Put concessions duty on your game schedule/calendar and treat it like a game, with the same sense of obligation and responsibility.

- The schedule is built to make it the most convenient possible for teams:
 - We will not schedule your team during a game, except that we schedule Shetland teams during games because they are by the fields and can watch the game at the same time. This was due to feedback from Shetland parents.
 - On Saturdays, we try to schedule teams that have no game that day as much as possible. Otherwise, we try to schedule teams to work concessions right before or after their Saturday games as much as possible.
 - The majority of the softball teams are scheduled to work the softball stand, but some teams may need to work in the main stand.
 - **Shetland teams are the biggest No-Shows.** Please make sure your team knows the schedule, and knows to report to the main stand first.
 - Shetland and Softball stand teams are broken up into smaller groups with multiple dates.
 - Some teams may have one more date than others, but there should not be more than a one date discrepancy, except teams working Saturdays may have less dates, as their hours are longer.
 - Since Shetland and Softball stands only require two people, the teams should have no problem filling these dates.
- Those scheduled to work the Shetland and Softball stands are to **report to the main stand first** to see the Opener and get money and supplies for their stands.
- **Teams that do not show up and/or are not adequately staffed will be re-assigned and may be penalized.** Not showing up, or showing up inadequately staffed affects those that do show up, those waiting in lines, and those board members that already spend countless hours managing and working in concessions that then feel obligated to stay and work, not to mention the loss of needed income.

For following up info about concessions contact:

Patrick Ricucci @ 757.650.3684 or email: patrick@airsystems.com

Don't forget to like us on Facebook for updates and information.

SCAA is always looking for volunteers! If you want to help out in any way, be a part of the board or a parent volunteer, have suggestions, own a business that would like to partner with SCAA, etc., we want to hear from you!

Thank you for your efforts!