



**ATLANTA COLT  
YOUTH ASSOCIATION**

**2018  
PARENT VOLUNTEER  
&  
INFORMATION MANUAL**



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## **Thank you for Volunteering**

Welcome and thank you for your support of the Atlanta Colts Youth Association (ACYA). Our program has a long-standing tradition of parental involvement at many levels. We appreciate your willingness to step up, get involved and serve the kids. Your job as a parent volunteer is essential in assuring a strong and successful program this year!

Each team has a group of volunteers that work together to ensure everyone has a fun and enjoyable season. The Team Parent's role is to keep these volunteers and fellow parents informed about the team activities and needs. On the association website, [www.atlantacolts.com](http://www.atlantacolts.com), you will find volunteer position descriptions and many of the forms and links to information that you will need throughout the season.

Frequent communication and being a positive example for the kids is instrumental to providing the best experience possible for all our ACYA families. We have several divisions within our program for football players and cheerleaders: Travel, Intra-league and Flag. Each of these divisions is equally important to the long-term success of our organization. Whichever division your child participates in should be appropriate to their skill level and maximum enjoyment.

If you have any questions, please feel free to contact Beth Scarbrough or Sharllene Knight. We are here as a resource. We value your time and energy and thank you again for helping to make the season a success. Go Teams!

Beth Scarbrough, Auxiliary Coordinator  
[beth.scarbrough@yahoo.com](mailto:beth.scarbrough@yahoo.com)  
770-314-7184

Sharllene Knight, Team Parent Coordinator  
[sszknight@hotmail.com](mailto:sszknight@hotmail.com)



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## **ACYA Calendar – Important Dates/ Events**

### **August**

August 23– Opening Ceremonies 6:00 PM

All players in jerseys, shorts & tennis shoes to arrive 5:30

Pee Wee Jamborees on Colt Field after ceremonies

August 27 – 30 – ACYA Picture Week for IL and Travel Teams

### **September**

September 10 – Flag pictures

### **October**

October 8 – Columbus Day, schools closed

October 15-20 Homecoming Week

### **November**

Playoffs – TBA



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## **ACYA Auxiliary**

ACYA is a 100% volunteer association overseen by a Board of Directors. The ACYA Auxiliary provides vital support for the ongoing programs at the park. It also serves as the "hospitality arm" of the organization ensuring that each family is welcomed at the park. The ACYA Auxiliary is tasked with coordination and operation of special events that may include, but not be limited to:

- Opening Ceremonies
- Spirit Wear Sales
- Team/Squad Pictures
- Newspaper Articles
- Homecoming
- Trophy Coordination
- Sponsorship Support
- Homecoming Celebrations
- Family Event Planning and Coordination

The Auxiliary is a working group where each member is expected to fulfill his/her opportunity with the group. Each member is also expected to help support other Auxiliary (and ACYA) activities to the best of their ability. The AYCA Auxiliary provides a unique opportunity to be involved at the park while meeting some great people!

Anyone interested in joining ACYA Auxiliary should visit the Spirit Shed or send an e-mail to [beth@atlantacolts.com](mailto:beth@atlantacolts.com).



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## ACYA Contact Info

Secretary: Diane Allers, [Diane@atlantacolts.com](mailto:Diane@atlantacolts.com)  
Auxiliary Coordinator: Beth Scarbrough, [beth@atlantacolts.com](mailto:beth@atlantacolts.com)  
Team Parent Coordinator: Sharllene Knight, [sszknight@hotmail.com](mailto:sszknight@hotmail.com)  
Opening Ceremony Coordinator: Beth Scarbrough, Sharllene Knight  
Spirit Wear Coordinator: Beth Scarbrough, [beth@atlantacolts.com](mailto:beth@atlantacolts.com)  
Spirit Shed Volunteer Coordinator: OPEN  
Homecoming Coordinator: Sharllene Knight, [sszknight@hotmail.com](mailto:sszknight@hotmail.com)  
Picture Day Coordinator: OPEN

## ACYA Board of Directors (condensed)

Full list can be found online at <http://www.atlantacolts.com>

- President, Dave Rickell , [president@atlantacolts.com](mailto:president@atlantacolts.com)
- Vice President/Athletic Director, John Mullins , [johnm@atlantacolts.com](mailto:johnm@atlantacolts.com)
- Division 1 Colt Travel Football Director, Greg Cox , [gcox@atlantacolts.com](mailto:gcox@atlantacolts.com)
- Intraleague Football Director, Derick Corbett, [derick@atlantacolts.com](mailto:derick@atlantacolts.com)
- Colt Cheerleading Director, Laura Leiknes , [laural@atlantacolts.com](mailto:laural@atlantacolts.com)
- Intraleague Cheer Director, Cole Hammond , [cole@atlantacolts.com](mailto:cole@atlantacolts.com)
- Flag League Director, Andrew Lorimer and Shane Schoenith , [flagfootball@atlantacolts.com](mailto:flagfootball@atlantacolts.com)



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## **Weather Warning System**

All families should sign up for the ACYA text message alert system. Text @667h8a7 to 81010 to receive ALL messages from ACYA. ACYA will text all weather-related announcements. Standard text message charges apply.

No weather event is more dangerous than lightning. Because of this threat, ACYA in coordination with MCLL and MCGSA have installed the Thorguard Lightning Prediction System. This system can provide advance warning of a lightning hazard, allowing you the time to seek shelter. The system continually monitors and evaluates the electrostatic atmosphere and predicts the probability of a lightning hazard in our area. It also provides information of the risk in the immediate area of our facility.

You will be alerted by one loud horn blast that will last 15 seconds. UPON HEARING THE HORNS, EVERYONE SHOULD SEEK SHELTER IMMEDIATELY. When this occurs, strobe lights attached to the horns will activate and remain active while under a weather alert. The lights are mounted on Colt Stadium and a score board near the lower baseball fields.

Every attempt should be made to seek shelter in a safe environment. The Thorguard system will determine when conditions are safe to return to your previous activities. Three 5-second blasts will indicate that everything is all clear and the strobe lights will cease operation.

**SEEK SHELTER IN PERMANENT BUILDINGS OR VEHICLES**

**AVOID:**

- ATHLETIC FIELDS, BLEACHERS & DUGOUTS
- METAL RAILINGS AND FENCING
- OPEN AREAS
- BODIES OF WATER
- DOORS & WINDOWS
- ISOLATED TREES
- HIGH ELEVATIONS



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## Parking Details

### Drop Off Line

If you want to drop your children off before parking, be prepared prior to entering the parking lot and pull to the front of the carpool (right) lane. Children should have all gear either on or in their lap as you pull up to the drop off line. Drivers will not be allowed to get out of their car at drop off. This will help keep the drop off line moving. Throughout the season, ACYA hires off duty police officers to assist with traffic on high volume days.

Please carpool and arrive early.

**DO NOT LEAVE VALUABLES IN YOUR VEHICLE!** Cars have been broken into, even with the police presence.

As with many local parks, we are located adjacent to a neighborhood. Please be respectful of our neighbors, honor all “No Parking” signs, and follow the parking rules listed below. Parking is available in the main lot, as well as a secondary lot, adjacent to the baseball complex and at Murphey Candler pool. There is also parking available by the big soccer field.

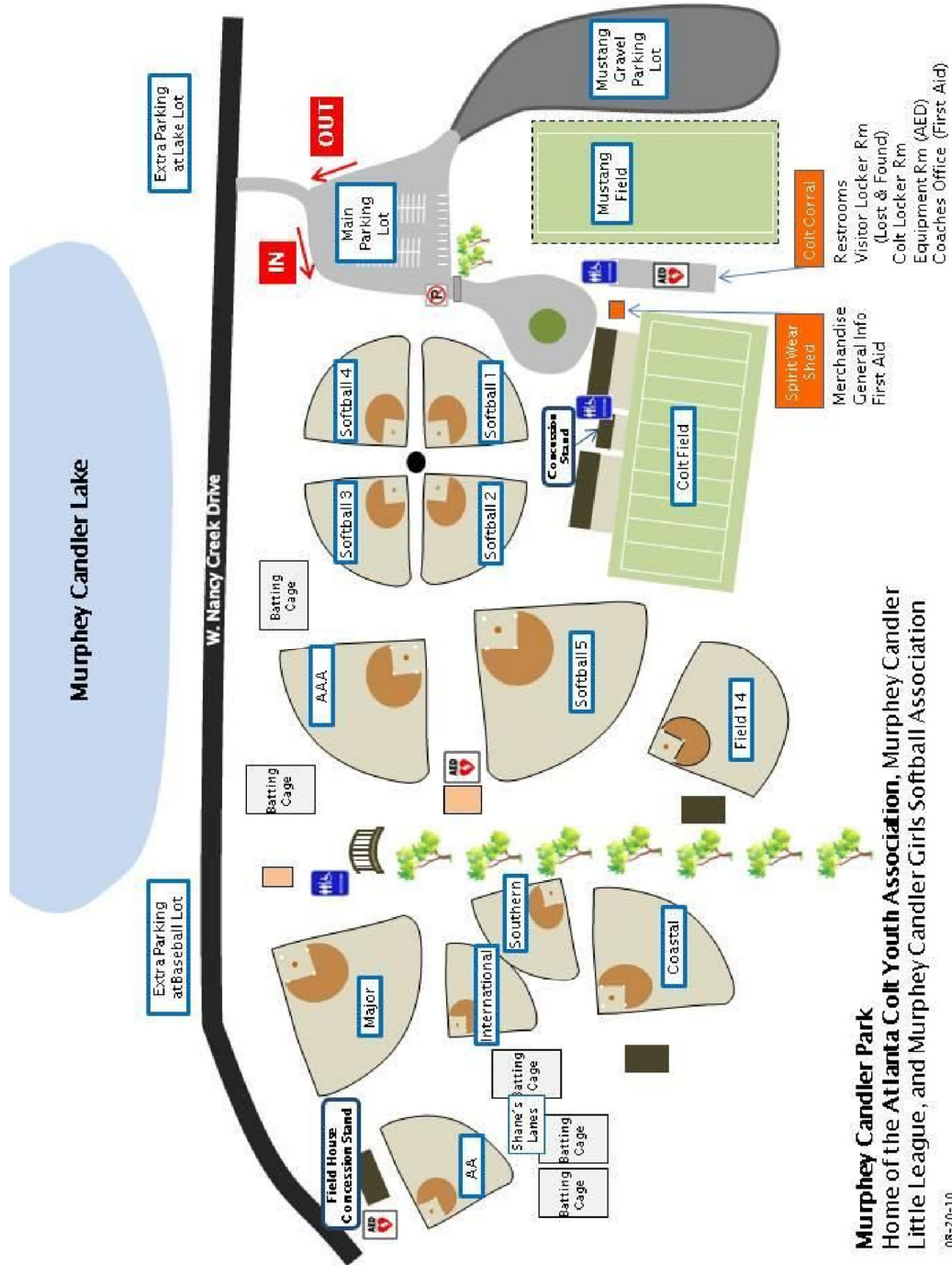
Please remember the following:

- Please be cognizant of "No Parking" Zones. Brookhaven Police will ticket illegally parked cars.
- Please do not park within 3 car lengths of an intersection (even when a "No Parking" sign is not present)
- Please do not park on vegetation
- Please park in designated parking areas only.
- When parking on side streets where parking is permitted, please be aware that cars can be parked **ON ONLY ONE** side of the street. The first car to park, establishes the side on which cars can be lawfully parked.





# Detailed Map of Murphey Candler



**Murphey Candler Park**  
 Home of the Atlanta Colt Youth Association, Murphey Candler Little League, and Murphey Candler Girls Softball Association

08-20-10



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## **IL/ Colt Team & Squad Parent Checklist**

- Ask your coach how he would like to handle communication with the parents. Some prefer to be the main communicator with parents while others rely on the team parent to communicate with the families.
- Recruit volunteers for open positions. The coach should recruit volunteers when he first contacts each family. Any open positions must be filled before team jerseys will be distributed.
- Pick up team jerseys. Work with coach to size jerseys to players.
- Have last names put on the back of the jerseys and distribute to players.
- Collect team dues and serve as team treasurer.
- Remind volunteers of their scheduled duties.
- Remind team of upcoming events.

### **Volunteer Positions and Responsibilities**

Each football team needs to have the following volunteers:

- Team Parent
- Chain Gang (3 people)
- Clock Operator (Away)
- Field Representative
- Game Announcer (Home)
- Game Day Water/Snack Coordinator
- Homecoming Liaison
- Team Media Reporter
- Picture Parent
- Sponsorship
- Spirit Shed Representative



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## Volunteer Details

\*The HOME team is listed SECOND on the schedule

**Team Parent** - Serves as a support to the coach, resource for the team's parents and liaison between the team and ACYA. This is the most critical position after the coach. You serve as the Quarterback for the parents as you manage volunteers for the team (recruit & delegate the positions), keep an updated roster for the game announcer in the press box, work with coaches to order team trophies, schedule team party, and coordinate run through banners with cheerleaders and parents (4th to 7th grade). Some coaches may not want to use the run through banner – check with the coach first.

**Chains Gang (HOME) /Field Representative (HOME)** – 3 people - volunteers hold the first down marker and chains on the sidelines during HOME games. Chain Gang must be on the same side of the field as their team – across the field from the stands. It requires 3 people per game to run the chains (2) and downs marker (1). – On game days (including Opening Ceremonies), when needed, the Field Representative helps prepare the field for the game. If the team has the first/last game of the day, the Field Representative should assist the Officer on Duty (OD) in setting up and returning the orange end zone pylons (8), goal post pads (2), chains and down markers. On Mustang Field, this includes setting up or returning the P.A. equipment and toggle box for controlling the scoreboard to the equipment room. This needs to be coordinated with the O.D. check for any equipment or personal items that the team may have left behind. For Opening Ceremonies, please gather your team in the appropriate staging area on Mustang Field.

**Clock Operator (AWAY)** – Operates the game clock when the team is the “away” team. The clock operator must be an adult.

**Game Announcer (HOME)** – Announces Home games. There will be a binder for each field which includes a roster of each team, including cheerleaders if applicable. The Announcer should read the Park Sponsors at least once during the game. This can be done



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during time outs or between quarters. The Announcer should be non-biased and recognize the successes of both teams.

- Try to announce each player's name during the game.
- If the team has cheerleaders, announce the girls, by name, when they come out of on the field at half time.
- You can play music, as appropriate, throughout the game. The music must be suitable for all ages.

**Game Day Water/Snack Parent** – If requested by the coach, ensure that water is available for players during the game. Some teams purchase a set of water bottles or provide a cooler and cups at the sideline. Also, depending on the coach, provide a healthy snack, such as oranges, for the players during and after the game. This duty can be shared across all parents on the team.

**Homecoming Liaison** – Inform your team about all Homecoming events. This person will also volunteer to help on homecoming day where needed. The Coordinator will be contacting the liaisons and setting a meeting date shortly.

**Sponsorship** – It is the goal of each team to obtain a sponsor. The amount requested is \$750. A team can have multiple sponsors to equal that amount. Please direct them to the link on the website to learn more about the benefits. This can be a local business or group of parents. Remember, this is a tax-deductible donation. Details attached.

**Spirit Shed Volunteer** – You will be responsible for working 3 shifts during the season to help sell merchandise in the Spirit Shed. Payments will run through the Square program and all materials will be provided in the shed. There will be a brief training session for this position. It's so easy & fun that coaches can even do it! Sign up here:

<https://www.signupgenius.com/go/60b0b4da9a622a75-acya>



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## **TEAM Dues Recommendation**

### **Flag \$20:**

This covers roster cards, end of year party, coaches' gift, jersey lettering, game banner.

### **Intraleague Football - \$50 to \$75:**

This covers roster cards, end of year party, coaches' gifts, and jersey lettering. If your team orders game pants and/or socks, the cost should be added to team dues.

### **Optional Additional Player Awards:**

Please consult your coach when deciding to order additional trophies for your team. Each team is provided 4 trophies: (1) Best Defense, (1) Best Offense, (1) Best Lineman and (1) Coaches Award. In addition, each player is given a novelty item at the end of the season.

### **Intraleague Cheer - \$45 and Colt Cheer - \$50:**

This covers the banner supplies, coach's gifts, homecoming donations, homecoming flowers and end of season party.

### **Division I Football \$75 to \$100:**

This covers roster cards, end of year party, coaches gift, jersey lettering, bag lettering, socks, book printing/copying, game day items (plastic carrier & water bottles-2 sets), and other items. (T-shirts or football pants that are special ordered will be an additional cost)



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## Volunteer Info Form

Grade/League: \_\_\_\_\_

Team Name: \_\_\_\_\_

Position	Volunteer's Name	Email Address
Head Coach		
Asst. Coach		
Asst. Coach		
Team Parent		
Homecoming Liaison		
Game Announcer		
Clock Operator (Away)		
Chain Coordinator (3) (Home)		
Game Day Water/Snack Coordinator		
Sponsorship		
Spirit Shed Volunteer		

**\*Please complete this form and bring to the Spirit Shed or email to Sharllene Knight [sszknight@hotmail.com](mailto:sszknight@hotmail.com) by August 24, 2018.**





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## **Jersey Lettering, Equipment & Banners**

### **JERSEY LETTERING**

Play It Again Sport, Buckhead -

<http://www.playitagainsportsbuckhead.com>

3872 Roswell Road Atlanta, GA 30342 404-257-0229

\$5.00 per jersey

### **EQUIPMENT**

**Mouth guards** - are required for all football players at ALL practices and games and can be purchased for \$2 at the spirit wear shed.

**Jerseys** – Your team may or may not have extra jerseys. Extra jerseys must be returned to the equipment room or they may be purchase by parents for \$10 – please bring the money to the Spirit Shed. We may also have extra jerseys from previous years for sale please come check.

**End of season** – It is up to each Coach & team to have ALL players turn in helmets and shoulder pads to the equipment room immediately following their last game of the season. No equipment should go home with a player if they have played their final game.

### **RUN THROUGH BANNERS**

Paint, brushes and paper supplies are in the Cheer locker room for the Opening Game, Homecoming Game and Playoff Games.

Permanent run through banners for I/L are in the specially marked bin in the Colt locker room and should be returned as soon as the players run through it. Colt permanent banners should be returned to the coaches. These banners are to be used ONLY for teams with cheerleaders. During Homecoming week there will be a “Plaster the Park” contest with individual banners. The homecoming liaison will be getting information to share with the team on this.





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## Opening Ceremonies

### Friday, Aug 23rd, 2018 6:00 pm

- Arrive by 5:30 pm and line up on Mustang Field where your team is identified (Signs & Coaches).
- Players should be in jerseys, shorts and tennis shoes (T-shirts for Flag)
- Pee Wee in uniforms (they will have a Jamboree game immediately after Ceremonies)
- Cheerleaders should wear their GAME uniforms.
- Women's Auxiliary members will assist the teams and their coaches
- The teams will be announced on Colt field from oldest to the youngest and alphabetically by team.

### Post Ceremony Pick Up:

- Parents of I/L cheerleaders should pick them up on Colt field by the goal post.
- Parents of Flag players should pick their players up on Colt field at center field.
- All other parents should make arrangements to meet their children off the field.

**Refreshments:** Concessions will be open for business!

**Rain out information:** Changes to the Opening Day ceremony plan will be announced prior to 12:00 pm. Please also watch for updated text messages or check the website in the event of inclement weather.



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## **Photos for IL Individual & Team**

**August 27-30, 2018**

Paper forms will not be handed out. Forms are available on the ACYA website and should be downloaded and filled out prior to arriving at the park for pictures.

General Information:

- Have parents fill out the form (with payment) prior to arriving at the park for pictures. Individual photos will NOT be taken without payment.
- Complimentary team photos will be placed in the photo bundle that the team parent picks up and distributes to coaches.
- Sibling photos: Siblings can have their photos taken together during either/any of their designated photo days/times. Both children would still need to attend their scheduled team photo date so not to be left out of the team photo. Also, please be considerate of the coaches and their valuable practice time so as not to disrupt a team's practice to pull a child out for photos.
- Once the schedule is published, if you have any changes or conflicts or product questions, please contact the photographer directly: Beverly & Bruce Kramer of Photo Ventures, (678) 878-1865.
- Because team photos are taken outdoors, we are reliant on cooperative weather. We do not have an adequate indoor space to take photos. Occasionally picture dates do have to be rescheduled due to inclement weather.



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### **On Picture Day:**

- Please have your players and cheerleaders come to the park in full uniform.
- Parents and children should arrive in the photo area (designated by a tent) 15 minutes prior to their stated picture time.
- When arriving, please have all your players/cheerleaders line up with their envelopes in hand. When your ENTIRE TEAM present, please let the photographer's assistant know.
- It takes 15-20 minutes to photograph each team after the full team is ready and checked in.

### Following Picture Day:

- Pictures will be returned to the park for pick up 2-3 weeks after the photos are taken. You will be notified via email when they are ready for pickup and distribution.
- A make-up photo day will be scheduled for those who need to retake their photos.

Picture Day Coordinator: OPEN



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## **ACYA Homecoming Week**

**October 15-20, 2018**

Every season ACYA hosts a week of homecoming events at the park, similar to those held at the local high school. The regular season game played by each team during the week is their “homecoming” game and features banners, individual posters and half-time announcements. A pre-homecoming meeting will be held to coordinate with the volunteers from each team and squad.

Specifics:

- Homecoming Games. During halftime, the players and cheerleaders (if applicable) are recognized. First the cheerleaders are announced with a guest. The away team is announced with their guest followed by the home team. Halftime game announcer sheets should be turned in before the game. Balloons are available for each team to decorate the stands in their team colors on the evening of their game.
- Plaster the Park - Parents are encouraged to make individual player/cheerleader posters and hang them around the park throughout the week.
- Banners. There are two banners per team featured during homecoming. The first banner is part of a park-wide competition and will be hung on the inside of Colt field. The second banner is the run-through banner the team will use during their homecoming game.

This banner will be parent coordinated. Supplies are located in the Cheer locker room.

Homecoming coordinator: Sharllene Knight, [sszknight@hotmail.com](mailto:sszknight@hotmail.com)



