



TEAM PARENT CHECKLIST AND GUIDELINES 2012

I. Team Parent Role and Responsibilities

- Keep the players safe
- Communicate Benicia Little League (BLL) info and manager's messages to the team

II. Upcoming Events (check BLL web site for details regarding times and to confirm dates and locations)

- Benicia High School Clinic – Sat., 3/3 at Benicia High School
- Opening Day – Sat., 3/24 at Community Park
- Little League Day at AT&T Park – Sun., 5/6 (flier and ticket order forms are posted on the BLL site)

III. First Meeting (or ASAP)

A. Confirm contact information

- Bring a print copy of your team's existing roster and confirm contact information with families. The roster can be downloaded into an Excel spreadsheet from the BLL web site Team tab
- In order to utilize the BLL communication tools most effectively, please make sure each person that is associated with a player has created a profile; only the parent/guardian that registered the player can "provide access rights to an additional user" under "player information"

B. Distribute uniforms

- 1) Individually package hat, socks and shirts and label the packages by size
- 2) Line up the players by size and distribute uniforms by size (very few players will have the "perfect" size)
- 3) Record player numbers (particularly important for upper divisions and scorekeeping)
- 4) Pants are available at Star Sports (5474 Gateway Plaza, Benicia) and the distribution schedule is posted on the BLL site; pants may **not** be exchanged unless they are new and tags are still attached

C. Distribute paperwork you received from Team Parent Meeting

- Picture Envelopes (collect at Opening Day)
- ATT&T Little League Day Fliers (also accessible at BLL site)

- D. Remind families of Hit-a-Thon importance and Volunteer Commitment
- E. Establish communication preference (email, text or phone calls) – e.g., check your email after 3:30 before heading to practice to make sure fields are playable; if you don't have access to email, you can reach me at [phone #]

IV. Opening Day (check web site for details regarding arrival times and schedules):

- A. Send out reminder that includes: 1) arrival time and location; 2) picture time (and ask your team to arrive 15 minutes earlier with envelopes completely filled out – including buddy picture envelopes); and 3) hit-a-thon time (and ask that all Hit-a-Thon pledges are accompanied by checks)

- B. Pictures

- Arrive at your designated meeting location before your team and collect picture envelopes
- Check in with picture station volunteers for your team
- Remind parents that only managers, coaches and team parents are allowed behind the tape
- Ask players to line up by height

- B. Hit-a-Thon

- Collect your entire team's pledges and funds in the envelope provided before the Hit-a-Thon (people often forget to bring them to Opening Day)
- Turn in your Hit-a-Thon Team Envelope (provided to you at Team Parent meeting) to the Hit-a-Thon volunteers that should be at a table near the Hit-a-Thon areas during your Opening Day scheduled time

V. Before Games Start

- A. Distribute an updated team roster that includes established communication policy.
- B. Distribute a master schedule that includes canteen coverage, scorekeeper assignments (for Minors and Majors only) and snack assignments. Encourage families to trade or settle conflicts with each other and just confirm final changes with you.
- C. Remind parents to complete volunteer process: a) enter info online; b) sign printed copy; and c) submit signed printed copy with a copy of government issued identification (e.g., California Drivers License or Military ID)
- D. Schedule an End of the Year Party

- VI. During the Season
- A. Equipment Reminders for practices *and* games:
 - 1. Required: glove, cleats; and an athletic supporter with protective cup
 - 2. Nice to have: hat, sliding pants and water
 - 3. Optional: bat, batting helmet and batting glove
 - B. Look for BLL web site generated weekly team reminders (that include game location, snack assignments, canteen coverage and scorekeeper duties (if applicable))
 - C. Remind families that Volunteer Commitments are 10 hours/family; fees go up to \$100 next year
 - D. Provide BLL Web Mater with Feedback re: online volunteer tracking
 - E. Encourage parents to complete manager/coach evaluation forms
 - F. Manager/Coach gifts are customary but not obligatory and are often given at the End of the Year Party