

2018

**Team Parent Manual
Minors Division**



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General info

That should be passed along to all spectators, please cheer respectfully and have fun. This is when your kids learn to love baseball so make it fun for them.

As per Coquitlam BYLAW NO. 3037 smoking is banned in all Coquitlam Parks.

Parking

Watch where you park - we hate to see anyone get towed.

Team Parent

What is a team parent?

The team parent takes care of the million little details that crop up off of the field, allowing your child's manager and coaches to concentrate on baseball.

What are the responsibilities of a team parent?

- Please discuss with the other parents and decide if you want to do team snacks after the game. Team snack is optional and not all teams will choose to do this. Parents are encouraged to bring a water bottle for their children.
- You may act as an e-mail, telephone and bonzi liaison between the players and coaching staff, passing along messages on behalf of the coach and taking messages.
- Hand out and collect raffle tickets and money.
- Promote the pub night for parents. Get a prize ready for either the Silent Auction or the Raffle.
- Hand out picture forms.
- Help co-ordinate your team on picture day re: meeting places, times etc.
- Help your coach coordinate your team for both the Mid-season Classic and the Mackin Yard Invitational.
- You will probably be responsible for collecting money and buying gifts at the end of the season.
- You may be expected to decide on what type of team party the team will have after the season.
- Decide as a team if you want to do a snack schedule for after the games. It is optional and can be a once in a while thing as well.

What will I get in return?

You will be part of the team. The team parent should receive a "thank-You" at the end of the season. You will also get the coach's undying devotion for helping out, and well as the players on the team get the chance to see a real role model in action!

What kind of gift is the team expected to give to the coaches after the season? Gifts vary from team to team and league to league. However, it is expected that your team's coach's hard work will be acknowledged. Sometimes a sentimental gift is nice, Coquitlam little league t-shirt or swag are always appreciated and you can never go wrong with a gift card.

Picture Day

Due to its huge success at Blue Mountain Park the last few years we will once again be holding out picture day at the "big diamond". Within the next month or so you will be receiving your picture order forms. When you receive your order forms, there will be a roster form supplied by the photographer. This must be filled out with your team's information prior to getting your pictures taken. On the picture form bundle, your team name and picture time will be listed (if you aren't sure, times are posted on the website).

Try to get there 10-15 minutes before to get the team together so that you are on time for your pictures. As soon as your team is together go to the picture area to have your team and individual pictures done. Volunteers will be around to help direct you to the picture area. Please note - Coquitlam Little League pays for a team and individual picture for each player - any additional pictures must be ordered & paid for using the picture order form. Each player will also receive a coupon that they can redeem for a free meal at the concession stand. We are expecting some of the older teams will be playing on this day. This is a chance to get together as a team, have a hot dog or two and enjoy a great ball game.

Fundraising

Why We Fundraise

As board members we'd like to explain why it is necessary to Fundraise during the regular season.

Our annual expenditures to run Coquitlam Little League vary from divisional equipment and uniforms, advertisement and registration costs, fees paid to Little League BC and Little League Canada, medals & trophies, insurance and medical coverage, & umpire fees, etc. The basic costs to operate the league run close to \$100,000.00 per year.

The above are basic operating costs that must be incurred before we are able to consider capital expenditures or any improvements to our facilities (including field and cage upgrades at Mackin & Blue Mountain).

Our general revenue that is brought in by registration costs alone usually nets us \$70-\$75,000.00. In order to keep the standards we have set and strive to maintain, the rest of our expenses have to be covered by fundraising, sponsorship and concession sales.

Every year the executive applies for, and has been fortunate in the past few years to receive gaming grants from the province, however this a venue is not a guarantee and the likelihood Of not receiving funding in any given year is always a possibility therefore, more than ever, this year is raffle is essential to maintaining the standards that Coquitlam Little League has set Please help our kids to continue to receive the benefits of past years and sell raffle tickets to everyone you know. We thank you in advance for helping us all to meet these commitments

Raffle info

You will soon be receiving your raffle tickets for your team to sell. Tickets are \$2 each and there are 20 tickets in each book.

First prize - \$1200.00

Second prize - \$1000.00

Third prize - Me 'n Ed's pizza experience (a large pizza a month every month for a year)

Draw will be held at founder's day - Included is a form to easily track your team's books of tickets

It is essential that all tickets are tracked, and all tickets are returned, sold or unsold!

Please try and get all sold tickets in early. They can be handed in to your coordinator, any board Member or they can be dropped off at either Blue Mountain concession or Mackin concession or at Terri's any time (309 Cutler street - just drop them into the mailslot) A prize is given to the team that sells the most tickets. Call Terri @ 604-553-3985 with any questions.

Pub Night

John B Pub

Always guaranteed to be a blast!

Each team will donate a prize to be used as either a silent auction item or for the raffle - theme baskets and gift certificates are always a welcome contribution.

More info will be announced as it becomes available via the website and emails

If you have any questions, please contact:

Terri - bt-michael@shaw.ca

Laurie – lauriesy@telus.net

Founder's Day

Mackin Yard

Starts at 11am

This is the wrap-up to our regular season!

All teams from blastball up participate - so make sure that you arrive early - and have a designated place to meet your team. Parking is at a premium - so be prepared to park a bit away and walk to the park!

Any last minute raffle tickets must be handed in at this time!

All team players, coaches & managers will go onto the field to their designated team area parents - please watch from the bleachers or outside the fences.

Trophies are awarded; pictures and year-end commemoratives are distributed. The raffle prizes are drawn.

All players rookie and up should bring a change of clothes, as uniforms should be handed in that day. If you can collect them all now, it'll save a lot of headaches over the summer.

Often, teams find this a great opportunity to stick around the park somewhere and celebrate their year-end parties!

See you next year

Appendices:

Raffle Book Tracking Sheet

RAFFLE BOOKS

DIVISION _____

TEAM NAME _____

TICKET NUMBERS	NAME	BOOKS RETURNED	MONEY RECEIVED	HANDED IN

**TEAM PARENTS - PLEASE REMEMBER
 ALL TICKETS MUST BE ACCOUNTED FOR
 COLLECT BACK ALL SOLD AND UNSOLD TICKETS
 THANK-YOU**

Duty Roster

TEAM NAME: MAJOR A -or- MAJOR B

VISITOR DUTIES:

- FIELD PREP #1
- FIELD PREP #2
- SCOREKEEPER
- PITCH COUNTER
- ANNOUNCER

HOME DUTIES:

- CONCESSION #1
- CONCESSION #2
- FIELD CLEANUP #1
- FIELD CLEANUP #2

DATE	TIME	VIS/HOM	FIELD PREP	SCOREKEEPER	ANNOUNCE	PITCH COUNT	CONCESSION	FIELD CLEANUP
			1	1	1	1	1	1
			2				2	2
			1	1	1	1	1	1
			2				2	2
			1	1	1	1	1	1
			2				2	2
			1	1	1	1	1	1
			2				2	2
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			2				2	2
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			2				2	2
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			2				2	2
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			2				2	2
			1	1	1	1	1	1
			2				2	2