Hello Head Coaches for **Tee-Ball & Coach-Pitch 2026.**

First, if we haven't already met, please allow me to introduce myself. My name is Steve Schellman. I am a Sr. Program Manager of Youth Sports for JC Parks. I look forward to working with you during the upcoming season.

Second, I want to thank you for coaching and volunteering your time to mentor young kids. That is a very noble gesture. Personally, I've found coaching to be very rewarding and a great way to make a difference in our community.

The purpose of this letter is to provide you with as much quality information as I can so you are well-informed and well-prepared as a coach.

It can be overwhelming, so I have broken it down into the various topics below:

League Website:
I usually send out this letter after you have already registered, so I assume you have already received all the info. you need from our league website (linked above). If not, please refer back to it or let me know if you have questions.

Coaches Registration:
If you haven't already, you must complete the Coach's Registration (linked above). You'll need to create an account with TeamSideline, our software vendor, if you don't have one already.

Background Check:
As part of the coach's registration, we require all head coaches to submit their information for an online criminal background check through B-Chex. Once you are on their site, just click "Volunteer Now" to get started. Once you submit your info., it should only take about 1-2 days to be approved. If you have already submitted a background check with us recently, it will detect a duplicate email address or social security number and not allow it. This means you already have an active background check on file and are exempt. Background checks are good for 2 years.

Team Sites:
Once you have passed the background check, and all teams are formed, I will publish your online team site through TeamSideline so you can see the players on your roster, the parents, and their contact information. Coaches and parents will receive an automatic email with a link to thier team site from TeamSideline.

Team Rosters:
Teams are formed by reciprocal buddy requests and schools. For all teams, we prefer rosters to be between 10-12 players.

Communications:
Once team sites are published, please contact all of your team parents ASAP to introduce yourself, let them know they are on your team, verify their contact information, inform them of any possible upcoming practices, etc. There are also many free apps available for team communication like GroupMe, TeamReach, etc.

Parent Meeting:

Please also set up a Parent Meeting so they can meet you and so you can go over your expectations, goals, etc. This can just be a quick meeting for 5 minutes before your first practice but it is important for parents to get to know and trust you.

Sample Goals:

- Have fun
- Get better
- Use good sportsmanship

Coaches Meeting & Equipment Check-Out:

All Head Coaches must attend the pre-season coaches meeting and equipment check-out on **Thur. April 9 at 5:30 PM at The Linc (1299 Lafayette St.) in the President's Suite (2nd Floor, East side).** If the Head Coach cannot attend, please send an Assistant Coach. Due to space limits, only 1 coach per team can attend. We will discuss many important topics and everyone's attendance is required and appreciated. The meeting should last about 1 hour. After the meeting we will have an Equipment Check-Out. You will be issued a set of catcher's gear (for Coach-Pitch teams) & a set of batting helmets (for all teams).

Indemnification Form:

Each parent on your team must fill out an Indemnification Form and return it to you, the Head Coach. This form is linked above and on the league website. This form includes important information including indemnification, treatment authorization, emergency contact information, and medical conditions. Please distribute, collect and keep these forms until the season is over. You do not need to submit these forms to me.

Certification Course:

We certify all of our Head Coaches through online courses from the National Alliance for Youth Sports (NAYS). If you are a new coach to our programs, you will need to take the following 3 courses:

Coaching Youth Sports Intro. (1 hour)

Basic Youth Sports Safety & First Aid (45 minutes)

Baseball or Softball (30 minutes).

These courses are free. They can be done online at your leisure, but please allow several hours to complete the courses. I will send you an automatic email through NAYS with a link to the course(s) at some point.

After completion of the Coach Training, coaches become full members of NAYS. As members, coaches receive $1,000,000 excess liability insurance coverage in case he/she becomes liable for an occurrence while coaching. Coaches also gain access to a members-only section of the NAYS website, with coaching resources and additional training opportunities.

If you have taken the general course, but not the sport-specific course, I will add that for you. If your membership has expired, I will renew it for you.

If you are certified through another organization (ASA, USA, USSSA, etc.) please email me your membership card for verification purposes.

Assistant Coaches:

Assistant Coaches do not need to complete the coaches registration, background check or take the certification courses.

Game Schedules:
Teams will play 6 games. Games are once a week unless we need to do bye weeks for divisions with an odd number of teams. Games will begin the week of **May 18.** Games will be on the North Jeff Blue & Red Game Fields at 904 4th Street, Jefferson City, MO 65101 and possibly other JC Parks fields. Game schedules will be released at teamsideline.com/jeffersoncity about 2 weeks before the season starts. **If there are any dates a majority of your team is not able to play, please let me know ASAP.** I will try to accommodate, but can't make any guarantees.

No Rescheduling Games:
I will do everything possible to accommodate all special requests when creating the game schedules. Special requests need to be submitted before game schedules are posted. Once the schedule is out it is very difficult and disruptive to change. There are many logistics and people involved. In addition, our available field space and time is often very limited with other leagues and activities also taking place. If a team cannot play with the minimum number of required players, they'll need to forfeit that game with the understanding that we will not make it up or provide a prorated refund. Instead, we'll offer that game/time slot as extra free games to the other teams in the division. This allows the opponent to still play as planned and not lose out on a game. This also allows the league to keep a continuous schedule for the umpires and staff working that day and provide the least disruptive possible solution.

Game Times:
Games will start as early as 5:30 and as late as 7:30 PM, if needed. Games are 45 minutes each for Tee-Ball and 60-75 minutes each for Coach-Pitch. You can practice/warm-up in the outfield area for 30 minutes prior to each game if possible.

Cancellations:
In case of inclement weather, please sign up to receive text alerts from JC Parks via TeamSideline and visit our Cancellations website. An email will also be sent to coaches & parents. We usually decide on cancellations at about 3 PM. Please do not contact us about cancellations, it only slows down the process. We will let you know ASAP.

Practices:
You can have 4-5, free, pre-season practices on our North Jeff Blue & Red Game Fields at 904 4th Street, Jefferson City, MO 65101. **I will email head coaches a link to reserve practices online ASAP after teams are formed.** You can practice once a week before the season starts. Weeknight practices will be scheduled to start at 5:30 & 6:30 but must be complete before dark because the North Jeff fields do not have lights. Weekend practices will be scheduled every 90 minutes beginning at 9:00 AM. There is a portable restroom for use in the North Jeff area. All of these fields do not have fences so you do not need to check out a key to unlock gates. In case of rain, cancellations are up to the Head Coach. We will not make this decision or notify you. If the infield is too wet you can still use the outfield grass if possible. Please use good judgement. If in doubt, please cancel and reschedule. You can be held liable for any damages to the field. Of course, you are free to schedule practices at other fields in the area that are not owned by JC Parks.

Practice Equipment:
For practices, we provide tees, throw-down bases and practice balls in a large metal storage box next to each field at North Jeff.

League Rules:
Complete League Rules are linked above and on our league website. Please take the time to become very familiar with the rules of your division.

Playing Time:
Equal playing time is required in this league. I've found that it works well to plan this out and write/type it out before the game begins.

Score/Standings & Awards:
Score and standings are not kept in Tee-Ball/Coach-Pitch. All players will receive an award medal at the end of the season. I will either include these with your Team Shirts & Hats/Visors or notify you when the medals come in so you can pick them up at the front desk of The Linc and give them to your players.

Game Balls:
The umpires will provide 1-2 game balls for each game. Please have your players retrieve foul balls on your side of the field and return them to the umpire.

Team Shirts & Hats/Visors:
We provide all players with team shirts. Boys will also receive hats and girls will also receive visors. This is included in the registration fee. I will let you know when everything comes in so you can pick the items up at The Linc. All coaches registered in TeamSideline will receive a team shirt but not a hat or visor.

Individual Equipment/Gear:
We do not provide bats, pants/shorts, ball gloves, cleats/spikes, etc.

Jewelry:
For player safety, jewelry, like ear rings, necklaces, or bracelets are not allowed while playing.

Sportsmanship:
Everyone must always use good sportsmanship and conduct themselves in a professional and respectful manner. This includes all coaches, players, parents, and fans. Head Coaches are responsible for the behavior of everyone associated with their team. We have a zero-tolerance policy and will not tolerate poor sportsmanship from anyone. Consequences will include warnings, ejections, suspensions, removal from the league and any means necessary to ensure the kids have a safe, fun, and enjoyable youth sports experience.

Umpires/Facility Supervisors:
We will provide 1 Umpire for each game & field. At North Jeff, they are the umpire and Facility Supervisor in a dual role. All other complexes will have a separate designated Facility Supervisor. If you need any assistance, please ask them. Please report all emergencies, accidents, incidents, etc. to them ASAP as well. These are often high school and college students who are working hard to get experience and learn. Please be considerate and respectful in all dealings with them.

Pre-Game Meeting:
15 minutes before the start of each game the umpire and the Head Coach from each team will meet at home plate for a Pre-Game Meeting. The designations for home and away teams are listed on the games schedule so no coin flip is needed. During this meeting, the umpires will explain the ground rules

for the field and answer any questions coaches may have regarding the league rules. The umpire will then let both Head Coaches know:
1. Any poor sportsmanship by anyone associated with their team will not be tolerated.
2. Head Coaches are responsible for anyone associated with their team and will be held accountable for it.
3. All interactions with the umpire need to come exclusively through the Head Coach.
4. Any calls made by the umpire will not be argued by anyone.
5. Consider this conversation a warning. Any violation of these rules will result in an immediate ejection from the game followed by a likely suspension from the league.
6. Compliance with these rules will help ensure the kids have a safe, fun, and enjoyable youth sports experience.
At the conclusion of the Pre-Game Meeting, the official game start time will be announced by the umpire and then the game begins.

Equipment Return:
A date & time will be announced for an Equipment Return once all 3 of our spring/summer baseball & softball leagues are complete, usually in **mid-July.** Please do not return your equipment early. If you fail to return the equipment on time, or if it is badly damaged beyond normal wear and tear, you will be held responsible for the cost of the equipment and/or any possible legal fees incurred in the process.

Survey:
At the end of each season, we will email a brief online survey to all coaches and parents. Please take the time to offer us constructive feedback so we can continue to improve all aspect of our operations and service.

Questions:
I hope this information has been helpful.
Please let me know if you have additional questions or need any assistance at any time.

Thanks:
Thanks again for coaching and thank you for your time and efforts as we all work together to provide a safe, fun, and enjoyable youth sport experience for the kids in our community.

Sincerely,

Steve Schellman
JC Parks
Sr. Program Manager of Youth Sports
Certified Youth Sports Administrator (CYSA)
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