

Hello Team Manager or Head Coach.

Thank you very much for signing up your team(s) in our **2024 Spring/Summer Competitive Softball** league. I'm happy to welcome you and your team(s) to our upcoming season.

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

I also 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 quality information so you are well-informed and well-prepared as a coach. I have broken it down into the various topics below:

**League Website Information:**

I usually send out this letter after you have already registered your team, 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.

**Registered Teams:**

You can see a list of Registered Teams that have also signed up to play in this league at the link above.

**Payment:**

You have already registered your team, but payment is a separate and second step. If you still need to pay the team fee, please call our front desk at 573-634-6482 or come by The Linc at 1299 Lafayette Street, Jefferson City, MO 65101. You must complete this step to secure your early discount (if applicable) and spot in our league. If you have already paid, thank you very much.

**Team Rosters:**

You have already registered your team, but you must also submit your team roster including all team managers, coaches, and players. To do this, please visit: [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity). Sign in using the same email address you used to register your team. Then find your team and add members of your roster one at a time. You will only need to submit each player's name and one parent's email address. After you have added players to your rosters, parents will receive an automatic email from TeamSideline to register their child. Parents will also check a box to agree to our Waiver and Release of Liability. This is mandatory for all coaches and parents. Rosters are frozen when they are due. Players CANNOT play for more than one team in the same age division. Players cannot play lower than their age division. In other words, they can play up, but they cannot play down.

**Background Checks:**

We require **all head coaches and assistant coaches** to submit their information for an online criminal background check through the Background Investigation Bureau (BIB). Please share the link above with all your coaches and make sure they complete the background check. 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.

### **Practices:**

Here are our policies and procedures for any of our competitive teams who would like to use our game fields for pre-season practices as a thank you for being in our league.

- You can reserve our [Ball Fields](#) for FREE, as long as they are available.
  - Please check the website linked above for details on each field.
  - We are offering practices at Binder (5 fields), Optimist (3 fields), Washington Park (3 fields)
  - We are not offering practices at 63 Diamonds (4 fields), Vivion Field (in Washington Park) & at North Jeff (2 Tee-Ball/Coach-Pitch fields).
- Practices will be pre-season only, from **March 18-May 5**. First games are on **May 6**.
- Limit of one 90-minute practice per team, per week, to help accommodate the demand.
- Time slots on weeknights are 5:30-7:00 PM and 7:00-8:30 PM. We will only offer the 7:00-8:30 PM time slot at Binder since we are able to set the lights to turn on and off automatically by remote at that complex.
- Timeslots on the weekend are also 90-minutes each from 8:30 AM-7:00 PM.
- Beginning, **March 6**, you may call me directly at 573-634-6493 from Mon-Fri, 8 AM-3:30 PM to make a practice reservation. We allow our rec teams the opportunity to reserve practices a couple days before our competitive teams, since they typically have less resources.
- All practice reservations must be made by the Team Manager or Head Coach.
- Bathrooms will be unlocked and available, if possible.
- Bases and portable pitching mounds will not be provided.
- We will try to drag the infields as often as possible. Baselines/batter's boxes will not be provided.
- The fields will be unlocked so you do not need to check out a key.
- 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. You can be held liable for any damages to the field.
- Of course, you are free to schedule practices at other fields that you may have access to (school, church, other cities/towns, etc.) that are not owned by JC Parks.
- You can also practice at the North Jeff Practice Fields #1-10 at any time without a reservation. These are strictly practice fields, not game fields. They are maintained, but at a lower priority.

### **Game Schedules/Conflicts/Special Requests:**

Game schedules will be released as soon as possible after the final registration deadline at [teamsideline.com/jeffersoncity](http://teamsideline.com/jeffersoncity). This usually takes at least 2-4 weeks. If you have any new schedule conflicts or special requests that you did not submit with your team registration, please email me ASAP. The game schedule is much easier to change before it is published, rather than after. I will try to accommodate all requests, but can't make any guarantees.

### **Cancellations:**

In case of inclement weather, please [sign up](#) to receive text alerts from JC Parks via TeamSideline. An email will also be sent to coaches & parents. I will also post all cancellations at: [jcparks.com/cancellations](http://jcparks.com/cancellations). We usually decide on cancellations at about 3:00 PM. Please do not contact us regarding this. It only slows down the process. I will notify everyone as soon as possible.

### **League Rules:**

Complete league rules (linked above) are on our league website. Please take the time to become very familiar with the league rules for your age division.

**Score/Standings & Awards:**

Score and standings are kept for all age divisions at [teamsideline.com/jeffersoncity](https://teamsideline.com/jeffersoncity) along with the game schedules. We do not give out awards (T-shirts, trophies, etc.) for this league.

**Facility Supervisors:**

A Facility Supervisor will be on-site at each complex. The Facility Supervisors wear bright-colored shirts with the JC Parks logo so you can spot them easily. If you need any assistance, please ask them. Please report all emergencies, accidents, incidents, etc. to them ASAP.

**Scorekeepers/Scorecards:**

We need one volunteer between the two teams to run the scoreboard. The Facility Supervisor will hand out the wireless remotes to run the scoreboard. Each team is also responsible for supplying one volunteer for each game to keep score (either in a scorebook or online). Umpires will confer with both teams often to make sure the score is accurate. The umpires will also keep score each half inning on a scorecard. At the end of each game, a coach from each team will need to verify the accuracy of the scorecard and sign it.

**Team Uniforms:**

Teams provide their own uniforms for this league. Each player must be dressed alike in a similar jersey. Jerseys must have numbers and be tucked in at all times while playing.

**Jewelry:**

For player safety, jewelry, such as ear rings, necklaces, bracelets, etc. are not allowed while playing.

**Game Balls:**

JC Parks will supply all game balls at no cost to teams. Each team is responsible for retrieving game balls on their side of the field and making sure they get back to the umpires.

**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 ejections, suspensions, removal from the league and any means necessary to ensure the kids have a safe, fun, and enjoyable youth sports experience.

Please also respect your opponent and do not run up the score. Please sub different kids in at various defensive positions to help keep the score more competitive when needed.

**Umpires:**

We have a great team of hard-working and dedicated umpires. But we are facing a nationwide, statewide, and local umpire shortage. At JC Parks, we usually have about 50 umpires on our staff, but most of them are understandably not willing or available to work every night due to various other commitments and important reasons. On some nights we will have as many as 16 fields going which requires 32 umpires at two per field. We will do absolutely everything possible to provide two trained and experienced umpires for each game, but unfortunately sometimes that is just not possible. In that case, we try to make sure the older age groups have 2 umpires and then work our way down to the younger ages. So, at times, particularly the younger age groups, may only have one umpire. I apologize for not being able to provide a 2-person crew for every game, every night, but please know that we are doing absolutely everything we can to attract, hire, train, and retain umpires.

Personally, these circumstances have taught me to further support and appreciate our umpires. Unfortunately, we had to reschedule a few games last year due to lack of umpires. A high school in Missouri recently had to cancel some of their baseball games because they could not find umpires. So again, this is not an issue unique to JC Parks. Umpiring is often a tough and thankless job, but our team is dedicated, loyal, and hard-working. They will do the absolute best they can, even if they have to work alone, and I sincerely appreciate all of them. I also expect everyone to be considerate and respectful in all interactions with the umpires.

By the way, if you, or anyone you know would like to join our outstanding team of umpires, please visit our [Sports Officials website](#) to learn more. We are always hiring officials for all sports and it is a great way to have fun, help kids, and earn extra money.

#### **Pre-Game Meeting:**

15 minutes before the start of each game (especially the first game of the night) the umpires 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 Home Plate 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, especially balls & strikes, 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 and 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 umpires followed soon by the first pitch.

#### **Survey:**

At the end of each season, we will email a brief (7-8 questions) online survey to all coaches and parents. Please take a few minutes 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 and has answered all of your questions. Please let me know if you have additional questions or need assistance at any time.

#### **Thanks:**

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

Sincerely,

Steve Schellman  
JC Parks  
Program Manager of Youth Sports  
Certified Youth Sports Administrator (CYSA)  
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sschellman@jeffersoncitymo.gov