Hello Team Manager or Head Coach.

Thank you very much for signing up your team(s) in our **2026 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 Sr. 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 coached for many years and have found it 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 live 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 on Mon.-Fri. from 8 AM to 5 PM. 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. Multi-team discounts are available:
2-5 teams = $20 off each team
6 or more teams = $25 off each team

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.**
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 due May 1** and then they will be locked. 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:
As part of the team registration process, we require **all head coaches** to submit their information for an online criminal background check through Bchex. Once you are on their site (linked above), 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 FREE pre-season practices as a thank you for being in our league.

- **Ball Fields**.
    - Please check the website linked above for details on each field.
    - We are offering practices at Binder (5 fields), Optimist (3 fields), and Washington Park (2 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-Red & Blue).
- Practices will be pre-season only, from **March 16-May 3.** First games are on **May 4.**
- Limit of one 90-minute practice per team, per week, to help accommodate the demand. If we can offer a second practice per week later, I will let you know.
- 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.
- **In early to mid-March,** I will email you a link to an online sign-up. 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.
- For practice cancellations in case of rain or wet fields, I will email you by 3:00 PM the day of your practice if you need to cancel. If it rains after 3:00 PM, I will not make this decision or notify you. If the infield is too wet, you might still be able to use the outfield grass. Please use good judgement. If in doubt, please cancel. You will be held liable for any excessive 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:

Game schedules will be released as soon as possible after the final registration deadline at **teamsideline.com/jeffersoncity.** This usually takes at least 3-4 weeks.

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 is not able to 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 those games/time slots 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 games. 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.

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**. 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. You can get more info. at our **Policies & Procedures** website, under Cancellations-Youth Sports. If cancellations are made after 80% of the schedule has been played, we will not schedule additional make-up games or issue pro-rated refunds.

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 updated the morning after games are played and kept for all age divisions at **teamsideline.com/jeffersoncity** along with the game schedules. We do not give out awards (medals, T-shirts, trophies, etc.) for this league.

Facility Supervisors:
A Facility Supervisor will be on-site at each complex. 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 remote 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. Each player must be dressed alike in a similar hat and 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 15 fields going which requires 30 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. 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:

10 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 just 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
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