

Hello Head Coaches for **Tee-Ball & Coach-Pitch 2021**.

First, 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 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 Formation: (Tentative)

Grade/Format	Evening	# Teams
Pre-K Co-Ed Tee-Ball	Monday	8
Kindergarten Co-Ed Tee-Ball	Tuesday	12
1 st Grade Boys Tee-Ball	Wednesday	6
1st Grade Girls Tee-Ball	Wednesday	4
2 nd -3rd Grade Girls Coach-Pitch	Thursday	6
2 nd -3rd Grade Boys Coach-Pitch	Thursday	8

Coaches Registration:

If you haven't already, you must complete the Coach's Registration by going to:
teamsideline.com/jeffersoncity

At the bottom of the page, find "Tee-Ball & Coach-Pitch", click on "Volunteer" and submit your information. You'll need to create an account with TeamSideline, our software vendor, if you don't have one already.

Background Check:

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.

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. You and all of your team's parents will receive an automatic email with a link to your team site from TeamSideline.

Team Rosters:

If anyone does not have a full team, we can add late registrations up until the time we order team shirts. I will notify you if we add players to your team. 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 by phone ASAP to introduce yourself, let them know they are on your team, inform them of any possible upcoming practices, verify their contact information, etc. There are also many free apps available for team communication like GroupMe, Team Snap, Remind, 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:

All Head Coaches must attend the pre-season coaches meeting on **Thur. April 22 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.

Google Drive:

We use an online Google Drive to share resources with our coaches. Please visit the link above for forms, coach's information, and many important resources. This is the Google Drive for **Youth Sports Coaches**. Please pay special attention to the safety information.

Indemnification Forms:

Each parent on your team must fill out an Indemnification Forms and return it to you, the Head Coach. This form is in the Google Drive. 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 an online course from the National Alliance for Youth Sports (NAYS). If you are a new coach to our programs, you will need to take the **Coaching Youth Sports Intro** course (about an hour) and the **Baseball or Softball** course (about an hour). There is no charge for this.

It can be done online at your leisure, but please allow 2-3 hours for this. **You must complete your certification before your first game.** The link to the course and directions on how to take this course is in the Google Drive if you'd like to get started or I will send you an automatic email soon, through NAYS, with a link to the course.

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. These include a Resource Library, Coach Rating System, Skills and Drills section, and a Coaching Forum. Coaches have the ability to complete several additional trainings at no cost as well.

If you have taken the general course, but not the Baseball or Softball 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 need to complete the Coach's Registration so I have their contact information in case you are absent, but they do not need to submit the 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 17**. All games will be on the North Jeff Blue & Red Fields or Eagles Field (in Washington Park). Please see our [Ball Fields website](#) for addresses and more info. Game schedules will be released on TeamSideline at teamsideline.com/jeffersoncity a week or 2 before the season starts and are subject to change. **If there are any dates your team is not able to play, please let me know ASAP.** I will try to accommodate, but can't make any guarantees.

Game Times:

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

Cancellation Text Alerts:

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. We usually decide on cancellations at about 3 PM.

COVID 19 Baseball/Softball Guidelines:

These guidelines (linked above) shall be followed by all teams, coaches, players, parents, and fans when participating in all baseball/softball games at any JC Parks fields. The cooperation of everyone involved will prove critical in helping to ensure compliance.

Practices:

You can have 3-4, free, pre-season practices on our North Jeff Blue & Red Game Fields. Please see our [Ball Fields website](#) for addresses and more info. You can start scheduling practices as soon as your team site is published. To reserve practice fields, you must call the front desk at The LINC at 573-634-6482 and make reservations under the head coaches name. You can practice once a week before the season starts. Weeknight practices will be scheduled at 5:30 & 6:30 but must be complete before dark because

these fields do not have lights. Weekend practices will be scheduled every 2 hours beginning at 8:00 AM. There are portable restrooms for you to 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 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.

Storage Boxes & Locks:

Tees, throw-down bases and balls are provided in a large metal storage box with a lock next to each field. We will use a lock with a 5 letter/number code. The code is: **NJ123** (as in, North Jeff 123). It is a little tricky to use. You will need to use the code to UNLOCK AND LOCK the lock. It is a Master brand, so you have to line up the code perfectly with the word "Master" on the lock.

You will find the following inside each box:

-3-4 tees.

-1 set of throw-down bases.

-A full bucket of baseball or softballs.

In order to make everything fit in the storage box, you must assemble and disassemble the tees before and after each use. They have 3 parts: the plate, the tee, and a bolt. Simply run the bolt through the plate and screw/unscrew the tee on top of it. Everything fits in the box pretty tightly so please stack things neatly in the box and treat the equipment with tender loving care.

League Rules:

Complete [League Rules](#) are on our website. Please take time to become very familiar with the rules of your division.

Playing Time:

Equal playing time is required in the Rec divisions. 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 (i.e. medal) at the end of the season. We will notify you when the awards come in so you can pick them up at the front desk of The LINC and give them to your players.

Team Equipment:

Equipment check-out will be from **12:00 to 1:00 PM on Fri. April 23 at the BACK of the Washington Park Ice Arena** at 711 Kansas St. Jefferson City, MO 65109. There will NOT be an alternate time, so if you are not able to come, please send an Assistant Coach or Team Parent. Driving Directions: Off of Missouri Boulevard, go south on Michigan St., turn right on Louisiana Ave. This will take you to the Washington Park Tennis Complex. Park there and walk to the back of the ice arena. We require a \$100 deposit to check out equipment. You must give me a credit card number, expiration date, and 3-digit code from the card, or a check made payable to JC Parks. You will not be charged unless the equipment is not returned or is badly damaged beyond normal wear and tear. You will be issued a set of catcher's gear & a set of batting helmets.

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. All boys will also receive hats and all girls will also receive visors. This is included in the registration fee. I will let you know when everything comes in and 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, softball gloves, cleats/spikes, etc.

Jewelry:

For player safety, jewelry (ear rings, necklaces, bracelets, etc.) is not allowed while playing.

Team Pictures:

You can use anyone you want for team pictures, but please make the arrangements yourself. You do not have to use a professional. You can take your own pictures if you would like or no pictures at all, but please discuss this with your team parents as it is important to many.

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:

We will provide 1 Umpire for each game & field. They are the umpire and field supervisor in a dual role. If you need any assistance, please talk to them. Please report all emergencies, accidents, incidents, etc. to them ASAP as well. These are high school and college students who are beginning umpires that are working hard to get experience and learn the profession. Please be considerate and respectful in all dealing with the umpires.

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 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 umpire.

Survey:

At the end of each season, we will email a brief (3-5 minute) 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 and has answered all of your questions. 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
Program Manager of Youth Sports
Certified Youth Sports Administrator (CYSA)
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