

Hello Head Coaches for **Youth Rec Softball 2022**.

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 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 by going to [this link](#). 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:**

Teams are formed by reciprocal buddy requests and schools. I may 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 quick Parent Meeting at the beginning of your first practice so they can meet you and so you can go over your expectations, goals, etc.

Sample Goals:

- Have fun
- Get better
- Use good sportsmanship

### **Coaches Meeting:**

All Head Coaches must attend the pre-season coaches meeting on **Wed. April 20 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.

### **Indemnification Form:**

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 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 **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.** 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 and background check but they do not need to take the certification courses.

### **Game Schedules:**

Teams will play 6 games. Games are once a week unless we need to do doubleheaders and/or bye weeks. Games will begin the week of **May 23**. All games will most likely be at Washington Park on Lions field (1310 Washington Park Drive, Jefferson City, Missouri 65109).

Game schedules will be released on TeamSideline at [www.teamsideline.com/jeffersoncity](http://www.teamsideline.com/jeffersoncity) about 2 weeks 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 at 6:00 & 7:30 PM. Games are 1 hour & 20 minutes each and scheduled 1 hour and 30 minutes apart.

### **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.

### **Practices:**

In our North Jefferson Recreation Area, you can have free practices on our North Jeff Practice Fields. For softball, I recommend using Fields 1, 5, 6, 8 or 9. These are our practice fields. Please do not confuse them with our game fields, which are the North Jeff Blue & Red Fields, which you cannot practice on. You can start scheduling practices on the North Jeff Practice Fields 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 either once or twice a week before the season starts and then once a week during the season. Weeknight practices will be scheduled from 5:30-7:00 & 7:00-8:30, 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. We do not provide bases for practices. Of course, you are free to schedule practices at other fields in the area that are not owned by JC Parks.

### **League Rules:**

Complete League Rules are linked above and on our website. Please take 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:**

All divisions will keep score and standings. 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.

### **Scorekeepers/Scorecards:**

Each team is responsible for supplying one volunteer for each game to keep a scorebook (paper 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 Equipment:**

Equipment check-out will be from **12:00 to 1:00 PM on Thur. April 21 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. You will not be charged unless the equipment is not returned or is badly damaged beyond normal wear and tear. Please make checks payable to "JC Parks." You will be issued a set of catcher's gear, a set of batting helmets, and some practice softballs.

**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.

**Jerseys & Visors:**

We provide all players with a jersey & visor, which is part of 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 jersey but not a visor.

**Individual Equipment/Gear:**

We do not provide bats, pants/shorts, ball gloves, cleats/spikes, etc.

**Jewelry:**

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

**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 talk to them. Please report all emergencies, accidents, incidents, etc. to them ASAP.

**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.

**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 17 fields going which requires 34 umpires at two per field. We will do 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. 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. Thankfully, we have not had to cancel any games yet due to lack of umpires. A high school in Missouri recently had to cancel some of their games because they could not find umpires. So again, this is not a unique issue 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 two 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.

### **Survey:**

At the end of each season, we will email a brief (3-5 minutes, 7-8 questions) 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)  
573-634-6493  
sschellman@jeffersoncitymo.gov