



Team Parent Guide

The Team Parent is an integral part of the team to ensure the seasons run smoothly for all members of Langley Baseball. The league requires that every team utilize a Team Parent.

Thank you so much for volunteering for this important role!

The following is a general guide of the main areas of responsibility for the Team Parent.

TeamSnap

Langley Baseball utilizes TeamSnap software for registration, team rostering and scheduling. The league has set up each team and assigned coaches/managers accordingly.

- Every team is required to use their TeamSnap account for scheduling games and practices and it's a great tool for communicating to your team.
- League games will be entered into TeamSnap by the league; however, practices are to be entered by the individual teams (note: Blastball & T-ball are to practice for the first 30 min and run a game for the remainder of the time).

If you have not yet been assigned manager access to your team, please complete the Volunteer Application Form on the LB website and then email registrar@langleybaseball.ca advising that you have done so. We will then set you up with Manager access.

If you would like to make any changes to your TeamSnap team such as assigning manager access to members or if you have any questions about the functionality of TeamSnap, please contact your division coordinator or the Registrar at registrar@langleybaseball.ca.

Team Communications

Use TeamSnap's messaging functionality to communicate with the team. Your communication responsibilities include:

- Ensuring the TeamSnap schedule is current with games, game duties and practices.
- Keeping the team advised of upcoming events and news from the league – Opening Day, Photo Day etc.
- Monitor volunteer time and assign team duties (see below). Each family shall submit a post dated \$200.00 volunteer cheque or credit card authorization form at the beginning of the season. The team parent is responsible for monitoring volunteer duties, and shall forward completion of duties to the volunteer coordinator who determines if a cheque is to be cashed or not.
- Assist Coaches as required – uniform distribution and collection, etc.
- Coordinate the planning of end of season party if your team chooses to have one.

Fee Collection

- Have all parents complete the Jersey Deposit Form (found on the website) and collect Jersey Deposit cheques from each player (7-12's) – cheques made out to Langley Baseball Association in the amount of \$50.00 for 7/8-year-old and Minors, and \$100.00 for Majors A & B post-dated

to June 30 of the current year. Credit card information is kept on file and recorded on the Jersey Deposit Form.

- Collect Volunteer Commitment Forms from each family (all divisions) - cheques made out to Langley Baseball Association in the amount of \$200.00 post-dated to June 30 of the current year. Credit card information is kept on file and recorded on the bottom of the Volunteer Commitment Form.
- Collect additional fees if applicable to your division/team – personal jersey fee (13-18's), tournament fees (team dependent), etc.

Team Photos

We will provide you with the date, time slot and location for team photos when they are finalized.

Submitting Scoresheets & Pitch Counts for 9-year-old and up Divisions

- For 9-year-old and up teams, each team is expected to record pitch counts into the pitch count forms and to keep score via their team's scorebook. Pitch count sheets should include players full name and jersey number as well as age group. Scorekeeping should include players full name (first and last) as well as jersey number. This should be kept for the opposing team as well. It is extremely important that scorekeeping is done accurately and correctly. A tutorial can be found here: <https://www.youtube.com/playlist?list=PLeGye43uX0gIPfsT-NNVpGLRSFrje4T23>
- Please ensure ALL fields are fully filled out at the top of the score sheet and pitch count form including dates. At the conclusion of the game, the pitch count sheets should be placed in the scorekeeping book and given to the team parent who then gives it to the coach.

Minors and Majors Divisions:

Teams are responsible for entering the final score into Teamsnap at the conclusion of each game. (Please confirm with the other team that you have the same score.)

Assigning Game Duties for 9-year-old and up Games

- Every game played consists of a home and away team.
- Each team shall perform its own pre-designated duties.
- In the event your team is hosting a team from another association, BOTH home and away duties will be the responsibility of the home team. The parent responsible for each duty must be in place before the game can proceed.

- Make up a game duty schedule and add to the game details in TeamSnap and communicate to your team that you have done so.
- If they are unable to fulfill their duties on a given day, it is ideal to have them make arrangements with another team parent.
- Please ensure that the duties are evenly distributed.
- Coaches do not need to be assigned game duties.
- The following duties relate to 9 yr. old + games and will require one parent for each duty:

HOME Game Duties include:

- Scorekeeper – Arrive 15 min. before game

- Pitch Count
- Field Preparation – Arrive 1 hour before game
- Scoreboard (optional – Jaalaid, Cooke & Barbour diamonds)

AWAY Game Duties include:

- Scorekeeper – Arrive 15 min. before game
- Pitch Count
- Field Clean Up – Infield raked and groomed, (if it is the last game of the day, bases put away, pitching mound and batting area tarped if required.)

There will be a Scorekeeping Clinic scheduled prior to the start of the season and it is recommended that at least two parents from each team attend.

Parent Duties for 7's and 8's Games

Parent duties for 7's and 8's include:

- HOME team preparing the field before the game which includes chalking baselines, batters' box, & pitching circle
- Set up and adjust slinger to throw strikes at desired speed of 28 - 32 mph.
- The AWAY team is to rake the field and put field equipment away in the bin after the game.

Parent Duties for Blastball & T-Ball Games

Parent duties for Blastball and T-Ball include:

- Setting up the bases and raking the field before and after each game (raking only required if on Eng Diamond).
- You can also create a rotating snack schedule if covid restrictions allow.

Tournaments

For Blastball, T-Ball, 7's and 8's:

- Parents are expected to volunteer at the year-end Jamboree. This a large event with many jobs so please ensures parents are aware that this even will be happening in June and the Division Coordinator will be reaching out with a sign-up form for volunteer positions closer to the date.

Langley Baseball hosts a Mother's Day weekend tournament (for Minors) and a May Long Weekend tournament (for Majors A) and parents of teams involved in these tournaments are expected to run the tournament.

The Tournament Coordinator and/or Division Coordinator will be reaching out with a sign-up form for volunteer positions closer to the date. Please ensure your parents are aware of the tournaments and the expectation to volunteer.

Rainout Procedures

City Park:

- The league will cancel all games at City Park in the event of standing water and unsafe conditions.

- Teams will be notified by through TeamSnap by 4:15pm (weekdays) and 1.5 hours before game start time on weekends if games are cancelled.
- PLEASE DO NOT CONTACT US – if you don't hear from us by those times, games are a GO.
- Rained out games may be able to be rescheduled at a later date by the division coordinators if field space is available. (Teams are responsible for cancelling their own practices in TeamSnap)

Games on other Fields:

- The two coaches should touch base during the day, if it has been raining.
- If one of them can go and look at the fields to see what shape they are in, then great. This should be done in the early afternoon if possible (by 4pm) on weekdays and at least an 1.5 hrs before game time on weekends.
- If it hasn't been raining that bad and is only lightly raining, meet up at the park and see what condition it is in. We want to get the games in so what you are looking for is pooling water in the infields and unsafe conditions.
- If a game is cancelled by the two coaches, they should send an email informing the following people:
 1. Teams (Parents) via TeamSnap messaging
 2. Division Coordinator

NOTE: IF THE FIELDS ARE CLOSED FOR GAMES DUE TO WEATHER, THEY ARE ALSO CLOSED FOR PRACTICES

More Resources

Be sure to check out the Coaches menu of the Langley Baseball website as we have many more resources for you.

There's also a link to Little League University, which is full of helpful information for Coaches and Parents.