**First, let me apologize for the length of this email.  It is intended to summarize some key things to help you as coaches and perhaps be an email you can save and refer back to as needed.  From this point forward, I wanted to let you all know that Heather Smith is your board contact and coordinators for the T Ball division.  She can be reached by emailing sunshinegrrl@gmail.com.**

**With that in mind, here are some important things to keep in mind that will help you with coaching this year:**

**Equipment –**

* Soft baseballs are used and will need to be purchased.  The park will provide each of you with a dozen that can be used as game balls.
* The park provides new T Ball coaches with a T Stand.
* The park will provide new coaches with throw down bases, the home team is responsible for putting bases out before the game.  If you need bases, please let me know.
* Batting helmets are required for all batters.  These are things you should instruct parents to pick up for their kids.

 **Uniforms –**

* The park will provide a hat and t-shirt for all players and registered coaches.
* I will need to know your team colors. Please reach out to you families to begin gathering sizes and requested jersey #'s.  The park will place an order on March 19th...
* If you want to allow your players to pick a number, please be sure to send me a list of sizes with the specific # request...otherwise, I will randomly assign numbers.
* If you want names on the back of shirts, the cost will be $0.50 per letter.  The teams will be responsible for that additional cost.
* If a coach chooses to do their own uniforms, we will need to be informed.  If the coach decides to do their own uniforms he/she will do so with no charge to the park. The team will not be reimbursed for any uniforms purchased by the team, and not the park.
* Also, if you order your own uniforms, they must state “Tealtown Ballpark” somewhere on the uniform.

**Trophies**

* At the end of the season, the park will provide trophies that can be passed out to the kids.

**One call notification –**

* I need each of you to provide me with one telephone #.  In situations of rain outs, we will send notification to you through our automated system to this one # you provide.  It will need to be a number where voice mail can be left.  As a coach, you are responsible for informing your families of these updates.  You are welcome to utilize features of the online registration where you can set up your own one call notification.  It is free, but I will caution that it requires parents to agree to its use and some cell phones (supplied by employers) will not allow this type of communication as it can have generate charges for some users.

**Website (** [**www.tealtownballpark.info**](http://www.tealtownballpark.info) **) –**

* Any information you need can be found on this website.
	+ Monthly Meetings
	+ Weekly Schedule
	+ Board Members / Contact Info
	+ Rules (Park & League)
	+ And many other things

**Game rules -**

* You will play 3 innings.
* All batter rule is used
* All players will play in the field.
* We encourage playing the out, but the runner will remain on base regardless of the play
* Last batter will clear the bases
* There are no umpires for this league
* On offense, there should be 2 base coaches and a coach pitching to their players.  A coach, parent or other should also be behind the plate to help catch and keep the pace of play
* 5-7 pitches to a player and then bring out the Tee
* Coaches are permitted to play in the outfield to help defenders – no limit, use your judgment
* Rotate players to multiple playing positions

**Practice requests –**

* You will receive 1 practice per week
* Practice time slots- Monday – Friday either 5:30 – 7 or 7 – 8:30
* If you have not already done so, 1st and 2nd requests should be sent to the scheduler who will confirm your practice night.  Request can go to tealtownscheduler@gmail.com
* Weekly schedules will be posted on the double glass doors of the main booster hall building on Sunday afternoon.  It is also posted online.  You are encouraged to review the schedule to make sure there are no errors.
* If you would like to request a 2nd practice night, you can do so by visiting the park and discussing with the board member on duty, who can write you in on an open night.  ONLY A BOARD MEMBER CAN DO THIS and it has to be done in person at the park as that is the master schedule.  We have strict rules here to prevent double booking of the fields.

**Coaches**

* All coaches (head coach and assistant coaches) will need to have a background check and certificate of completion of the Ohio concussion course on file at the park before a team will be permit to have a field for practices or games.  They will also need to register online as an assistant coach…presumably, every team should have at least 3 coaches.

**Game schedule**

* All regular scheduled games will be held on Friday nights.
* All games will start at 6:00 pm
* The season is projected to begin on April 12thth
* There will be 10 games played – however, the season will not be a continuous 10-week schedule as there will be breaks for holiday weekends and tournament weekend.

**Tournaments and parades**

* There will be an Opening Day Parade on Friday April 12th.
* Teams will gather behind the batting cages and will march down the center of the quad to field 12 where they will line up along the infield to be announced by their coaches.
* We encourage extended families to attend as this is a really fun event to celebrate and cheer the kids on as they kick off the season
* Teams are also encouraged to make a sign to carry thru the parade.
* After games conclude, be sure to visit the small concession stand as the players will all receive an ice cream treat form the park.
* On the last Friday of the season, once games conclude there will be a trophy presentation.

 **Park policies**

* NO PETS
* Please note the smoking policies at the park.  The only place there is allowed smoking is in the parking lot. If anyone is seen smoking anywhere else at the park they will be asked to leave.
* No coolers are permitted at the park – exception: open flow drink coolers for players to bring for their own consumption during the game
* Please see the website for parent, coaches and player conduct guideline
* The park follows Ohio high school rules for thunder/lightning.  Meaning, if either occurs, we will immediately suspend any game or practice activities and ask everyone to clear the fields.  Families are welcome to gather at concession areas, inside the booster hall, batting cages or stay in their vehicles during the delay.  The delay is 30 minutes, which will not begin until the last event of lighting or thunder.  If it becomes determined that a game cannot be completed, the park will make the determination to cancel the game.  Coaches and umpires will be consulted, but they SHOULD NOT make the call to cancel the game…that is the sole discretion of the park board member on duty.
* Please observe parking rules…violators will be towed at their own expense…trust me this is no fun to have to explain to any family so it’s much better to get the word out in advance.  The areas marked for handicap, board members, staff and or emergency access are there for a reason and we would appreciate if these can all be properly observed.
* Team drinks can be purchased at the concessions for $10.

**Players –**

* The ages for T Ball should be 4-6 years old as of 4/30.  Please keep in mind that this can result in a wide range of skill set among players.  Please make this enjoyable for all and always keep player safety in mind.  Position kids appropriately to keep them a safe distance from hitters and take the opportunity to step in if possible if you feel there is a safety concern with the way a ball is being played.

**Make up games –**

* Should a game be canceled or postponed due to weather, we encourage all teams to make up those games.  This is a coach’s responsibility.  The home coach should coordinate and attempt to schedule a make-up game on your normal practice night.  All efforts to schedule the make-up game should be made thru the park scheduler at tealtownscheduler@gmail.com

 **Volunteer opportunities**

* The park is always in need of new Board Members, the entire park is ran by these volunteers. The more Board Members we have the smoother everything runs, and the better chance everything is done in time.
* We are always in need of help to recruit sponsors.  This is also a way to help the team and or help pay for individual costs.  The park has a banner program and we split the benefits with the individual who raises the money.
* The park is always in need of Board Members, if you would like to join or inquire about the responsibilities and perks please don’t hesitate to email me.
* Please be proactive in coming up to the park on Saturday morning to assist, particularly if the weather is questionable.

**Tournaments –**

* Each team is required by the by-laws to provide the number of volunteers requested for 1 tournament a year. This request will come from the President of the park. We draw team names out of the hat for each tournament.

 I’m sure there will be more things and questions, please feel free to follow up with me if you have some.  Thanks for stepping up as coaches!  Know that I and Paul and the other board members are here to help and we need to know your questions in concerns to help make the experience fun for all.