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**LLLL Team Parent Guide (2016)**

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| **Task** | **Description** | **Timing** |
| Email List | Be the POC for parents-Compile a list of all the team emails (your coach should already have one) | 1st practice |
| Medical Release Forms | Be sure a Medical Release Form has been completed on each player. A player should not be allowed to participate until this form is received. | 1st practice |
| Snack Schedule | Put together a snack schedule for games (and practices), especially at the Tball level. Check for team allergies of course (should be on medical forms), but a small snack (chips, fruit cookies) and drink (water, juice box, etc.) for each player is always a big hit. | Before first game |
| Dress/Water/Sunscreen/Bug Spray | Remind parents to bring a long sleeve shirt for their player to wear under their jersey. Especially at the beginning of the season it can get pretty chilly standing out in left field or at short-stop. A jacket for the bench works too, but when players are on the field for games their top layer should be their jersey. Don’t forget water, sunscreen and bug spray for the hotter days. The gnats can be brutal out there and so can the sun! | Beginning of season |
| Uniforms | POC for UniformsHats – Bring a Sharpie to the practice when the hats will be distributed and make sure each player (and coach) writes their name in their hat.Jerseys – when players registered they provided a jersey size. When jerseys come in work with the coach to assign jerseys (numbers may already be committed to certain players).Find out if the Team Manager prefers names on the back of jerseys (or not) and if so, first or last names.Please note that some parents do not wish to have their child’s name on their jerseys. It should be agreed upon between you, coaches and parents (one way or the other). It is not recommended to have some kids with and some without. It’s all or none. Optional: Take jerseys to have names and LLLL patches put on. Patch goes on the left sleeve. Jo’s Trophies does the name for $3 each and a trophy for $7. The manager will decide on trophies or not. Then collect either $3 or $10 per player from parents. [www.jostrophies.com](http://www.jostrophies.com)Optional: Medals/trophies at the end of season celebration. This is typical the decision of the team manager.  | One of the first practices |
| Sponsor | You are the POC for your team sponsor. (HINT: their name is on the back of the uniform.)-Contact them and say thank you.-Invite them to a game and send them a schedule.-give them their appreciation plaque once it arrives with the pictures | Once uniforms received |
| Raffle/Fundraiser | You are the Raffle POC for your team.-pick up raffle packets for team from Sponsor table on Opening Day-distribute packets to team-Collect money and tickets-redistribute unsold tickets-distribute t-shirts to players who sell 10 or more ticketsNOTE: Some parents prefer not to have their children sell raffle tickets. An option some parents have chosen is to write a check for the raffle book themselves as a donation. We are only allowed one fundraiser per Little League rules. This is a crucial element of our funding for the League so we encourage each team to sell a book of raffle tickets (10 tickets at $5 each) per player. Some players may sell 2-3, some may sell none, but please try and average at least 1 book per player. Thanks.  | Opening Day-beginning of May |
| Parade and Opening Day | POC for Parade and Opening Day: THIS IS HUGE!-You are in charge of decorating your team truck, so bring supplies, recruit parents and kids to make signs, bring tape, bring scissors, etc. to decorate the truck. -Make sure you have a driver and a pick-up truck for the parade. -If you do not have a vehicle, please contact the Parade Committee for assistance. -Much more to follow on this. | April 16, 2016 |
| Picture Day | POC for Picture Day:-Confirm you picture time and location with your manager.-Order forms are available when you arrive for pictures and are on the LLLL website as well.-Players should wear their full uniforms.-Encourage players to come even if they are not purchasing individual pictures, so that there is a complete team photo.-Help organize the team on Picture Day-Distribute pictures when they come in. | Late April-early May |
| End of Season Celebration | POC for the End of Season Celebration:-Check with your manager, coaching staff and parents for preferences. -If the team is having one, coordinate the celebration and assign responsibilities to bring food/drinks, etc. or set it up at a venue of your manager’s choosing. -Talk to parents about some kind of card or recognition for the managers/coaches.-If your sponsor happens to be a kid-friendly restaurant you may wish to consider going there for your celebration.-Given the busy time of year, it may be more convenient to have cupcakes or pizza right at the field after the last game and have parent’s pitch in. -This is totally optional and varies from team to team. | After the last game |
| Registration | Keep your ears open. If you become aware of a family who cannot participate in LLLL because of the cost of registration, please let them know that there is a grant program through the League to cover the cost so that the child can continue to play baseball. | Year-round |

A HUGE thank you for volunteering your time and efforts to make the baseball experience a great one for our kids!

Questions: Please contact Mary Florkowski (poohkie12@yahoo.com) or Carolyn McCormick at 224-399-5775 (mrs.mccormick@hotmail.com) or your division commissioner.

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