

Victoria Eagles Summer Baseball – Parent Duties

At Mosquito Level

This document is intended to describe the various parent duties all Eagles summer teams fill each season. It is by no means all-encompassing as each on-field manager or business manager may decide they want things done differently than described on the following pages. Rather, it is intended to be a starting point and to remind all parents that there's a way for everyone to contribute and lots of things to be done! Please remember, parent duties done well contribute to the overall experience and enjoyment of a positive season and elevate team spirit.



The Eagles would like to thank all parents for the time and effort they put in to doing their duty for their player and team.

It is very much appreciated by everyone involved and truly contributes to the sense of team and teamwork that Eagles Baseball strives to represent.

Business Manager

Essential to the success of the team off the field, most easily described as coordinating most off field issues. The on-field Manager will rely heavily on his Business Manager.

- He/she needs to communicate well and be willing to spend time and energy helping the team off the field.
- Act as Park Liaison with host park - it could be up to the Business Manager to place a parent in this role if one is already associated with the host park
- Scheduling Games and Practices with on-field Manager . Communicate schedule with team and host park
- Scheduling umpires as necessary
- Tournament entry - fees, paperwork, etc.
- Booking hotels for weekends away for tournaments and games.
- Booking ferry and/or buses as appropriate
- In conjunction with the Summer all-star outfitter and Eagles uniform supplier ensure all players are fitted and that extra items are ordered
- Track and ensure each player has paid for their extra items (if applicable) - make sure you meet the deadline (ask the Eagles HPC Equipment and Uniform Coordinator what the deadline is)
- Collect returnable Eagles tops from players at season's end and Return Eagles tops to Eagles HPC Uniform Coordinator
- They will communicate with the Team Treasurer a lot

Treasurer

The Treasurer manages the team funds in conjunction with the Eagles Treasurer and the team Business Manager.

- Get team account and signing authority set up
- Work with on-field manager and Business Manager to plan what is coming up – cash advances for upcoming travel, tournaments, equipment, neutral site games etc
- Track money coming in – e.g. External - Fundraisers Internal – uniforms
- Ensure expenses were paid in a timely manner;
- Being organized and having a financial background would help the person in this parent duty.

Nutrition (optional, but great)

- Coordinate schedule of parents to supply healthy snacks as needed during games. At Mosquito it's often fruit + say granola bars.
- Also coordinate team meals as appropriate. Could BBQs or potluck at the field between double-header games, or at restaurants when at away tournaments (not all meals have to be eaten together 😊)

First Aid Coordinator

- This parent duty would be great to have if there are qualified parents interested. If not, it is not a mandated duty, but if any parents are interested in taking a course(s) it would be very much appreciated.

- The First Aid Coordinator works with the on-field manager to tend to player injuries. He/she may also be asked to find courses for those interested in first aid so there are always people who can help when an injury occurs

Field Maintenance

The Field Maintenance Coordinator is responsible for coordinating and participating in the preparation of the field before and after games and practices.

- Recruit 2-3 parents who will consistently be available for field prep (field prep team) before and after games and after practices – if you can't get 2 or 3 parents to commit full time then draw up a schedule for all parents to take turns and ensure coverage.
- Raking the field after practices is expected as the field must be left how we'd like to find it.
- Field prep (grass cutting - sometimes, raking, lining and watering the infield dirt) required before games and to be finished 30 minutes prior to game time – rake after each game of course
- Organize equipment room periodically (arrange rakes, screens and whatever else so not lying all over the place)
- Players are responsible for cleaning both dugouts after games, and their own dugout after practices.
- Field prep takes about 30 minutes before games (rake and line infield). Adding any other duties may add time depending on number of parents doing prep;
 - Watering infield, if required
 - Cutting grass, if required

Scorekeeping

The Team Scorekeeper is responsible for scoring each game played, or training someone else to help them. The scorekeeper must have previous experience scorekeeping games. Recommend iScore on an iPad or tablet. The software generates great stats automatically from the scoring you do during each game. There is a learning curve to using the software so the Scorekeeper needs to also be proficient with today's technology.

The Scorekeeper will work closely with the on-field manager. Each coaching staff has different thoughts on what they really like to see from stats.

- Learn the software you will be using to scorekeep games (iScore) – use it to score exhibition games,
- The Scorekeeper will also need to train another parent in using the iScore software so the other person can fill in for them. In a perfect world, only one or two people will scorekeep to maintain consistency and accuracy.
- There is no down-time during a game so make sure you are prepared to sit for 2 to 3 hours at a time (bathroom breaks before games) and have a good chair close to the team dugout if possible (pitch counts for coaches).
- It is a job the coaches appreciate when done well. Create and distribute statistical reports to coaches (after each weekend? And end of season? – check with your coaches) These stats are NOT to be shared with all families/players.

Web Page and Communications Coordinator (optional, but great)

This parent duty will work towards posting team info, schedules, results, pictures, documents, directions, etc. our team page.

- Work with the GVBA Web Site Coordinator to get set up as administrator for the team page
- Sit down with the team Business Manager to come up with ideas about things to post to the team page (eg. game and practice schedules, pre season write ups, post game write ups, end of season write ups etc etc) and how often to post them – review with parents for their input
- Create input for the team web page
- Recruit parents to help create input for the team page, (e.g. upcoming fundraisers, upcoming tournaments, pictures from Photographer) or write ups after weekend games.
- Review content from others before posting to team page
- Add iScore links to family & friends who cannot be at the game can still follow along “live”
- Add sponsors into to our website to thank them

Fundraising Coordinator

The Fundraising Coordinator is responsible for finding and coordinating fundraising opportunities for the team. Ideally, fundraising should be undertaken with support from the majority of the team. Not everyone will agree with all activities, but they should be undertaken as a team.

- Research long and short term fundraising activities and communicate possibilities to team (see list provided for examples of fundraising activities). Get parent input to make decisions on which opportunities to pursue.
- Develop sponsorship letter to ask for donations of cash or in kind for the team.
- Track fundraising dollars and liaise with Treasurer and Business Manager

Examples of fundraising activities:

- **Sponsorship** – asking for donations in kind or in cash from businesses and individuals. And/or **Times Colonist sports page ads** – These can typically generate \$1,200 to \$2,000, depending on the amount you charge for the ads.
- **Bottle drive** – with full participation, these should generate about \$1,000 and can be a great team builder as it gets the kids and parents together. Some teams have combined the bottle drive with a baseball game/BBQ as a team ice-breaker at the start of the season.
- **Bottle Depot account** – this is set up directly with the Bottle Depot and when people take their bottles in, they simply tell the clerk before beginning to apply it to the team account. Again, friends & family can also contribute, but it does require people taking the initiative to take their bottles back!
- Country Grocer also does **Hot Dog fundraisers** where you set up their BBQ at the store from 11 to 3 p.m. and sell hot dogs & pop.
- **Raffle** – this works best when you have one or two "big ticket" items. For example, one hockey team had great success with an iPad, which one of their fathers was able to donate, so they weren't out of pocket. Can also have a variety of smaller prizes. Sell tickets for \$5. Fourteen families at a minimum 20 tickets each generates a pretty easy \$1,400.

