

TEAM REP PACKET



www.katyponybaseball.org
katypony.info@gmail.com

Rainout Number 281-394-8107

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Katy Pony Baseball



Helpful Hints for Success

1) Team Parent Coordinator:

- The Team Parent is the **communication link** between the manager and the parents.
 - (1) If you are organized . . . the team will be organized.
 - (2) Have a binder to keep all information in one place.
 - (3) Miscommunication greatly affects the kids and the team.
- Don't do everything yourself . . . you are the coordinator . . . **DELEGATE**
 - (1) Don't get burned out, parents usually will help out if asked.
 - (2) Always talk with your Manager. Get his/her input not just the parents.
 - (3) If the manager is new . . . tell him your job description.

2) **Make a Team Roster (example on website and in this packet):** This will be your best tool for communicating!

3) **Make a Team Snack List (example on website and in this packet):** Keep it simple . . . a drink and a food item. Serve after the game, not during. Most coaches do not like their players eating during the game. Allowing players to eat during the game causes distractions.

4) **Complete the general ledger** with any credits and debits from team dues. Keep any receipts pertaining to money spent.

5) **Parents need to help police their kids;** there should be no:

- Climbing on fences and backstops.
- Climbing on the score box, especially the top . . . no one should be on top!
- Climbing or hanging on trees or in shrubs.
- Throwing balls, rocks, other objects in public areas or against buildings.
- Messing up the concession and bathroom areas.
- Overstuffing toilet paper in toilets or put other items in toilets.

6) Scorebook & Scoreboard:

- The **Home team** is responsible for keeping the official scorebook.
- The **Visiting team** is responsible for the scoreboard equipment and pitch count (Mustang and up for pitch count).
 - ✓ No kids in the score box that do not belong to you.
 - ✓ If you have the first game of the day, you are responsible for getting the scoreboard equipment & scorebook from the concession stand.
 - ✓ The last game of the day should return the equipment to the concession stand.

7) Clean up after yourselves when the game is over:

- This includes the dugout, bleachers and your side of the field. Help keep Katy Pony Baseball nice. The grounds crew is paid to take care of the fields – not to pick up our garbage.
- Make sure field gates are shut – the dogs get into the trash and if we shut the gates this helps to prevent this issue – we will send out emails!!

8) Sponsor check and information no later than TBD.

- The faster the sponsor information is submitted, the sooner the order will be submitted and the uniforms will be available.
- Checks turned in on this date will have uniforms issued on the pick-up dates.
- Checks turned in after this date will have uniforms issued at their first game.
- Waiting on a sponsor check – reserve with a personal check with Sponsor Information. **Uniforms – Issue Date TBD:**
 - a. Inspection and pick up is TBD

- b. No personalization is provided. (Team reps can provide personalization for their own team; as long as Pony protocol is followed.)
- c. White font on left sleeve 1" inch high. Cap may be embroidered in white thread on back of cap less than .75".

10. Raffle tickets are due TBD:

- a. Turn in raffle tickets when you turn in Sportsfest items due.
- b. Money collected goes to the parents; does not go to the team or coaches!!

11. Sportsfest is TBD:

- a. Each team is responsible for:
 - i. **Providing three volunteers to work assigned stations for a one-hour block of time. Volunteers will be assigned to different stations. (Sign up genius link will be emailed closer to the event)**
 - ii. **3 - Baked items for cakewalk** (*No large quantities, Store bought Only*)
 - iii. **\$40.00 minimum from Amazon Wishlist**
 - iv. **8 – 2-liter bottles of soda**
 - v. **Silent Auction Basket wrapped in cellophane** (*be sure form is attached – see attachments*) *Minimum Basket worth \$50*
 - vi. **1 box Ziploc baggies quart size, sandwich, or gallon size**
- vii. **Please place any gift cards, tickets, etc. in a sealed envelope and give directly to the board member checking in baskets. They will be listed on Auction basket contents and given to the winner of the basket upon pick up.**

****Drop off for the items will be TBD.
You must sign in your items****

Teams have had problems in the past getting volunteers from their team to either bring items or volunteer time for Sportsfest. To avoid this:

- Remind parents that this is our once a season fundraiser that allows us to have paid maintenance/field crews, paid umpires and paid concession stand workers so that they do not have to volunteer or buy out for those responsibilities.
- Assign items for each parent to bring instead of asking what they would like to bring, or get money from each parent to purchase the items.
- Remind them that lack of participation (no volunteers) will result in suspension from the end of season tournament.

12. Individual & Team Photos:

- a. Picture Day will be TBD close to your game time (during Sportsfest) in the clubhouse.
- b. Make sure to hand out packet information to all parents.
- c. Check your email as well as the Katy Pony website for times and information. This will be coordinated around your game time.
- d. Collect individual forms prior to picture time.
- e. Have team arrive 15 minutes early and line up the kids from shortest to tallest.
- f. We will notify you when the pictures are ready for pick-up.
- g. There will be a make-up day scheduled for retakes and absences.

13. Action Photos:

- a. **Only authorized photographers that have been pre-approved by Katy Pony are allowed on the field or in the dugout.**
- b. Parents are encouraged to take as many pictures of their child as they wish, but are not allowed on the field or in the dugout during games.

- c. Approved photographers will periodically take action photos during games. Once these photos are posted, notifications will go out via email to each of you with the link to view the photos. Please distribute this information to your team.
- d. Additional information regarding the Katy Pony Photography policy is listed on the Katy Pony website

14. Game schedules – Goal to have posted TBD:

- a. Make sure all parents have a copy of game schedules once provided.
- b. Game schedules will be posted on the Katy Pony website.
- c. League game nights are primarily on Monday, Tuesday, Thursday, and Saturdays. Some divisions will have to play Wednesdays.
- d. Sanctioned/tournament team times are Wednesday, Friday, and Sunday.
- e. The goal is to complete the season before Thanksgiving but could vary depending on weather conditions.
- f. Rainouts will be rescheduled on the first available date – including Sunday afternoons.
- g. Check the website for updates, reschedules, scores and standings.

15. Post Season Tournament:

- a. The goal is that all divisions except Shetland 4/5 will have post-season playoffs.
- b. All regular season games will be played first.
- c. Post season play will be based on final regular season standings.
- d. The format for post season play will be determined by the end of the season and the managers will be notified. It is usually double-elimination.

16. League Issued Trophies:

- a. 1st and 2nd place winners for the regular season and post season tournament will receive an award. **League issued trophies does not include Shetland 4/5 since no scores are kept.
- b. You may want to collect money from parents for player participation trophies to be handed out at the end of season party. This is optional based on team's desires.

17. Team Party:

- a. Team will want to schedule a season ending party for the team. Go some place that is "kid friendly". Some places have "kids eat free" or "free food with uniform".
- b. Keep low in cost!!
- c. Make sure to book early and remember you are not the only team party!

18. Rain out information:

- a. **DO NOT CALL OFFICE DIRECTLY** - call the rainout number at **281-394-8107**, check the website at www.katyponybaseball.org, or Facebook page.
- b. Website is only updated on rainout days- if not current means it has not rained.
- c. Do not assume that games are rained out- Texas weather can be strange!!
- d. Rainout information will be posted by 3:00 pm unless it rains after this time; then it will be posted ASAP.
- e. Saturday games will be posted by 8:00 am when possible.

19. Suspended Games:

- a. Specifically, on Saturdays, games will be delayed for 30 minutes before they are rescheduled.
- b. Teams should stick around but remain off the fields. If needed, take cover in the concession stand, under our covered areas, or in your vehicle.
- c. **If electricity is in the air – get off the bleachers and away from the metal fences and dugouts. Know that electricity travels and KILLS!!**

20. League Information and Communication:

- a. Look for information about the league on the website or concession stand tv's.

- b. If you have a problem or situation, let us know so we can help resolve it before it gets out of hand. We want to work with you and your team and often we are not aware of a situation unless you tell us.

Division Director is your first line of Communication! All issues and emails sent will be routed to your division director so start there. Respect their time as all of them have jobs but are good about following up on issues. Contact information for each Director/Assistant Director is listed on the website under the Board tab.

21. Participant Agreement, Sportsmanship Code of Conduct, and Ground Rules: – (see website):

- a. KPB Participant Agreement and Sportsmanship Code of Conduct is posted on the website – all managers, coaches, parents, and players are expected to adhere to this Code of Conduct. KPB has a zero-tolerance for ejections for Sportsmanship – automatic suspensions will be issued on rule ejections and sportsmanship ejections.
- b. Division Ground Rules are provided on the website. Please read through these and distribute to all parents on the team so that everyone can become familiar with the rules.
- c. Managers are responsible for their team’s behavior. Don’t get your manager kicked out because of a parent’s actions. They are there to manage the players, not the parents!!
- d. We have a process for Umpire Issues – go through the Manager and they can complete an **Umpire Evaluation Form** (see website)
- e. We also have process for **Managers Evaluations**- good and bad!! (See website)

22. Smoking and Tobacco Policy:

- a. Tobacco and alcohol in any form is not allowed in the dugouts, buildings, stands or playing areas.
- b. Parents that must smoke should be courteous of others including players and their families by moving to the parking lot away from everyone.
- c. Tobacco debris should be discarded appropriately – (butts not thrown on ground)

23. Flu and other Sicknesses:

- a. Parents should use common sense. If the child misses’ school, they may need to also stay home for the game!!
- b. Use common sense for proper hygiene – wash hands, etc.!!
- c. KPB will shut down if KISD closes for sickness.

24. Volunteers and Board Members Needed: (see attachments)

- a. We need Committee Volunteers and Board Members – if interested fill out interest sheet and share with team parents to see who else may be interested.

25. Background checks:

- a. All team reps will be required to do a background check when interacting with the players.
- b. All coaches and assistant coaches will be required to do a background when interacting with the players. (Shetland and Pinto will have 5 coach and 1 team rep per team...Mustang through Colt will have 4 coach and 1 team rep per team)

Please feel free to contact one of us with any questions. Have a great and fun season!!

Sharryl Fellers
Christy Warren
Email: katypony.info@gmail.com

New Parent Helpful Tips

Optional expenses should not be forced on any family who does not wish to participate. Please report any misconduct to katypony.info@gmail.com.

Raffle Tickets - **Optional**. Selling raffle tickets is a way for parents to offset registration fees. Any money collected you keep. Money does not ever get turned into Katy Pony. If you do not sell them, then you may fill them out in your name and turn them in for a chance to win a door prize at Sports Fest.

Sports Fest Items - All teams are **required** to donate a themed basket for the silent auction. All divisions are required to bring (8) 2 liter bottles of soda, (3) baked goods (store bought), (1) Box of Ziplock bags and \$40.00 minimum in items from our Amazon Wishlist. On average most teams ask parents to contribute \$3-\$10.00 for these items or ask a business to donate. If you feel like your team is asking for too much please let someone know.

Individual/Team Photos - **Optional**. While the photos are optional for purchase, please be courteous to the team and show up for team photos. Picture packages vary in price.

Participation Trophies - **Optional**. We ask that teams discuss this with parents to decide if you would like to purchase participation trophies. Only First and Second place teams in Shetland 6 – Colt will be awarded trophies. Participation trophies usually cost between \$5.00-\$10.00 depending on selection.

Coachs' Gifts - **Optional**. We suggest that teams ask for a contribution that fits your budget. It is different for everyone. Some may give \$3.00 and another may give \$20.00. Performance is also another indicator on how much everyone contributes.

Team Party – **Optional**. We suggest that you go to a place kid friendly. Consider a restaurant where kids eat free. Most of the time the kids only want to play and end up wasting food at restaurants. Have it at a park where everyone can bring a picnic lunch.

Team Supplies – **Optional**. Supplies such as team banners, dugout buckets, reward stars, stickers, etc. are all optional. Please discuss as a team if you wish to purchase these items and/or contribute.

Manager/Coach/Team Parent Evaluations – Please take the time to complete an evaluation whether it is good or bad. This is an important tool we use to help make Katy Pony a premier league. Evaluation forms and all other forms/rules can be found on our website at www.katyponybaseball.org.

IMPORTANT DATES:

TBD- Team Sponsor Check Due

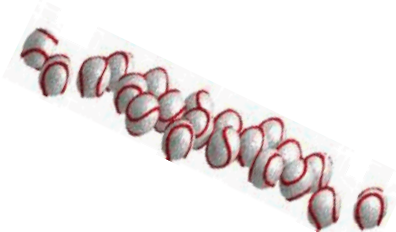
TBD - Uniform Inspection and Pick Up

TBD - SportsFest Items Due (Katy Pony Concession Stand) 5:30 pm – 8:30 pm

TBD - SportsFest and Pictures



Silent Auction Item



Each team is required to provide one item for the Silent Auction for Sports Fest. We would prefer a theme basket. However, sports equipment and autographed items are welcomed. Also, we love to have tickets to sporting events!

The value for each basket/item should range from \$50 and up. Please place any gift cards, tickets, etc. in a sealed envelope and give directly to the board member checking in baskets. They will be listed on auction basket contents and given to the winner of the basket upon pick up.

We suggest that you follow one of these procedures:

1. Collect \$3 to \$5 from each player's family and go get the basket items. (avoids duplicates)
2. Tell the team your theme and ask parents to bring items. You might want a sign-up sheet to avoid duplicates.

A few ideas for baskets include:

- | | |
|--------------------------------|---|
| Movie basket (DVDs or theater) | Scrapbooking/stamping |
| Fishing | Hunting |
| Camping | University memorabilia |
| High school spirit basket | Bath & Body |
| Car wash items | Kids' themes (Sponge Bob, Lego, Hot Wheels, Barbie) |
| Baby Items | Night Out (local restaurant certificate w/bowling or theater) |

Baskets are due to Katy Pony no later than Friday, TBD from 5:30 to 8:30pm.

Please attach the bottom portion of this form with your basket so that your team gets credit.

In the past the silent auction has been one of our biggest fundraisers. With your help we can make this the best ever!!

If you have any questions, email: katypony.info@gmail.com



Team name _____ Division _____

Approx. value _____

Manager's name _____

SportsFest Committee Interest Form

To All Katy Pony Baseball Team Parents, Coaches, Managers:

We are looking for some volunteers to help with Sports Fest. As Katy Pony continues to grow, we are in need of assistance. We are hoping to make this the best season yet!

We will have a few meetings before SportsFest just to brainstorm, listen to new ideas and get organized. We are open to any and all suggestions.

Here is a list of the some of the duties involved on SportsFest:

- ***Volunteer Check in***
- ***Home Run Derby***
- ***ARMageddon***
- ***Replenish candy and favor prizes***
- ***Replenish supplies for game stations***
- ***Photographer***
- ***Friday item Check in***
- ***Supervise Silent Auction***
- ***Set up and Break down***

We need you – so come help us continue to make Katy Pony the best league in Katy!!

I am interested in serving on the Katy Pony SportsFest Committee – please contact me:

Name: _____

Phone: _____ Email: _____