

Hello Head Coaches.

Thank you very much for volunteering to be a Head Coach in our **2025 Rec Baseball** program with JC Parks. I'm happy to welcome you to our upcoming season.

If we haven't already met, please allow me to introduce myself. My name is Steve Schellman. I am the Sr. Program Manager of Youth Sports for JC Parks. I look forward to working with you.

I also want to thank you for coaching and volunteering your time to mentor young kids. That is a very noble gesture. Personally, I've coached too for many years and have found it to be very rewarding and a great way to make a difference in our community.

The purpose of this letter is to provide you with quality information so you are well-informed and well-prepared as a coach.

I have broken it down into the various topics below:

**[League Website Information:](#)**

I usually send out this letter after you have already registered to coach, so I assume you have already received all the info. you need from our league website (linked above). If not, please refer back to it or let me know if you have questions.

**Team Rosters:**

Teams are formed by schools and reciprocal buddy requests. I prefer rosters to be between 10-12 players.

**Coaches Registration:**

If you haven't already, you must complete the Coach's Registration by visiting the link above. You'll need to create an account with TeamSideline, our software vendor, if you don't have one already.

**Background Check:**

As part of the coaches registration process, we require all head coaches to submit their information for an online criminal background check through B-Chex, formerly the Background Investigation Bureau (BIB). Please share the link above with all your coaches and make sure they complete the background check. Once you are on their site (linked above), just click "Volunteer Now" to get started. Once you submit your info., it should only take about 1-2 days to be approved. If you have already submitted a background check with us recently, it will detect a duplicate email address or social security number and not allow it. This means you already have an active background check on file and are exempt.

Background checks are good for 2 years.

**Team Sites:**

Once you have passed the background check, and all teams are formed, I will publish your online team site through TeamSideline so you can see the players on your roster along with the parents and their contact information. You and your team's parents will receive an automatic email with a link to your team site from TeamSideline.

**Communications:**

Once team sites are published, please contact all of your team parents ASAP to introduce yourself, let them know they are on your team, inform them of any possible upcoming practices, verify their contact information, etc. There are also many free apps available for team communication like GroupMe, TeamReach, Team Snap, Remind, etc.

**Parent Meeting:**

Please also set up a quick Parent Meeting at the beginning of your first practice so they can meet you and so you can go over your expectations, goals, etc.

Sample Goals:

- Have fun
- Get better
- Use good sportsmanship
- Compete

**Coaches Meeting & Equipment Check-Out:**

All Head Coaches must attend the pre-season coaches meeting & equipment check-out on **Wed. March 12 at 5:30 PM at The Linc (1299 Lafayette St.) in the President's Suite (2nd Floor, East side)**. If the Head Coach cannot attend, please send an Assistant Coach. Due to space limits, only 1 coach per team can attend. We will discuss many important topics and hand out team equipment so your attendance is required and appreciated. The meeting should last about 1 hour, followed by about a 30-minute equipment check-out.

**Team Equipment:**

JC Parks will supply each team with team equipment including a set of catcher's gear and 5-6 helmets. We will also supply the following if possible: a catcher's mitt, practice balls, & 1-2 team bats. Players are free to wear their own helmets or use their own gear too. We no longer require a \$150 deposit to check out equipment, but you are responsible for about \$300 worth of equipment we will loan you.

**Equipment Return:**

A date & time will be announced for an Equipment Return once all 3 of our spring/summer baseball & softball leagues are complete, usually in **mid-July**. Please do not return your equipment early. If you fail to return the equipment on time, or if it is badly damaged beyond normal wear and tear, you will be held responsible for the cost of the equipment and/or any possible legal fees incurred in the process.

**Team Jerseys & Hats:**

Each player and coach will receive a MLB-replica jersey and hat. I will notify you when they arrive, usually about 1-2 weeks before the season starts, so you can come pick them up at The Linc and distribute them to your teams. The jersey sizes come from the online registration. The hats are adjustable.

**Individual Equipment/Gear:**

We do not provide baseball pants, belts, baseball gloves, cleats/spikes, etc.

**Game Balls:**

JC Parks will supply all game balls at no cost to teams. Each team is responsible for retrieving game balls on their side of the field and making sure they get back to the umpires.

**Jewelry:**

For player safety, jewelry (ear rings, necklaces, bracelets, etc.) is not allowed while playing.

**Indemnification Form:**

Each parent on your team must fill out an Indemnification Form (linked above) and return it to you. This form includes important information including indemnification, treatment authorization, emergency contact information, and medical conditions. Please distribute, collect and keep these forms until the season is over. You do not need to submit these forms to me.

**Certification Course:**

We certify all of our Head Coaches through online courses from the National Alliance for Youth Sports (NAYS). If you are a new coach to our programs, you will need to take the following 3 courses:

**Coaching Youth Sports Intro.** (1 hour)

**Basic Youth Sports Safety & First Aid** (45 minutes)

**Coaching Youth Baseball 9 & Older** (90 minutes).

These courses are free. They can be done online at your leisure, but please allow several hours to complete the courses. I will send you an automatic email through NAYS with a link to the course(s) at some point.

After completion of the Coach Training, coaches become full members of NAYS. As members, coaches receive \$1,000,000 excess liability insurance coverage in case he/she becomes liable for an occurrence while coaching. Coaches also gain access to a members-only section of the NAYS website, with coaching resources and additional training opportunities.

If you have taken the general course, but not the baseball course, I will add that for you. If your membership has expired, I will renew it for you.

### **Assistant Coaches:**

Assistant Coaches must complete the coach's registration in order to receive a team jersey and hat. They do not need to take the certification courses or submit a background check.

### **Practices:**

Here are our policies and procedures for any of our rec teams who would like to use our game fields for FREE pre-season practices as a thank you for being in our league.

- You can reserve our [Ball Fields](#).
  - Please check the website linked above for details on each field.
  - We are offering practices at Binder (5 fields), Optimist (3 fields), Washington Park (3 fields)
  - We are not offering practices at 63 Diamonds (4 fields), Vivion Field (in Washington Park) & at North Jeff (2 Tee-Ball/Coach-Pitch fields-Red & Blue).
- Practices will be pre-season only, from **March 17-May 4**. First games are on **May 5**.
- Limit of one 90-minute practice per team, per week, to help accommodate the demand.
- Time slots on weeknights are 5:30-7:00 PM and 7:00-8:30 PM. We will only offer the 7:00-8:30 PM time slot at Binder since we are able to set the lights to turn on and off automatically by remote at that complex.
- Timeslots on the weekend are also 90-minutes each from 8:30 AM-7:00 PM.
- **In early to mid-March**, I will email you a link to an online sign-up. We allow our rec teams the opportunity to reserve practices a couple days before our competitive teams, since they typically have less resources,
- All practice reservations must be made by the Head Coach.
- Bathrooms will be unlocked and available, if possible.
- Bases and portable pitching mounds will not be provided.
- We will try to drag the infields as often as possible. Baselines/batter's boxes will not be provided.
- The fields will be unlocked so you do not need to check out a key.
- For practice cancellations in case of rain or wet fields, I will email you by 3:00 PM the day of your practice if you need to cancel. If it rains after 3:00 PM, I will not make this decision or notify you. If the infield is too wet, you might still be able to use the outfield grass. Please use good judgement. If in doubt, please cancel. You will be held liable for any excessive damages to the field.
- Of course, you are free to schedule practices at other fields that you may have access to (school, church, other cities/towns, etc.) that are not owned by JC Parks.
- You can also practice at the North Jeff Practice Fields #1-10 at any time without a reservation. These are strictly practice fields, not game fields. They are maintained, but at a lower priority.

### **Game Schedules/Special Requests/Rescheduling Games**

Game schedules will be released as soon as possible after the final registration deadline at [teamsideline.com/jeffersoncity](http://teamsideline.com/jeffersoncity). This usually takes at least 3-4 weeks.

I will do everything possible to accommodate all special requests when creating the game schedules. Special requests need to be submitted before game schedules are posted. Once the schedule is out it is very difficult and disruptive to change. There are many logistics and people involved. In addition, our available field space and time is often very limited with other leagues and activities also taking place. If a team is not able to play with the minimum number of required players, they'll need to forfeit that game with the understanding that we will not make it up or provide a prorated refund. Instead, we'll offer those games/time slots as a extra, free games to the other teams in the division. This allows the opponent to still play as planned and not lose out on games. This also allows the league to keep a continuous schedule for the umpires and staff working that day and provide the least disruptive possible solution.

### **Cancellations:**

In case of inclement weather, please [sign up](#) to receive text alerts from JC Parks via TeamSideline. An email will also be sent to coaches & parents. I will also post all cancellations at: [jcparks.com/cancellations](http://jcparks.com/cancellations). We usually decide on cancellations at about 3:00 PM. Please do not contact us regarding this. It only slows down the process. I will notify everyone as soon as possible. You can get more info. at our [Policies & Procedures](#) website, under Cancellations-Youth Sports

### **League Rules:**

Complete league rules (linked above) are on our league website. Please take the time to become very familiar with the league rules for your grade division.

### **Playing Time:**

Equal playing time is required in this league. I've found that it works well to plan this out and write/type it out before the game begins.

### **Score/Standings & Awards:**

Score and standings are kept for all age divisions at [teamsideline.com/jeffersoncity](http://teamsideline.com/jeffersoncity) along with the game schedules. All players will receive an award (i.e. medal) at the end of the season. We will notify you when the awards come in so you can pick them up at the front desk of The Linc and give them to your players.

### **Facility Supervisors:**

A Facility Supervisor will be on-site at each complex during league games. The Facility Supervisors wear bright-colored shirts with the JC Parks logo so you can spot them easily. If you need any assistance, please ask them. Please report all emergencies, accidents, incidents, etc. to them ASAP.

### **Scorekeepers/Scorecards:**

We need one volunteer between the two teams to run the scoreboard. The Facility Supervisor will hand out the wireless remotes to run the scoreboard. Each team is also responsible for supplying one volunteer for each game to keep a scorebook (paper or online). Umpires will confer with both teams often to make sure the score is accurate. The umpires will also keep score each half inning on a scorecard. At the end of each game, a coach from each team will need to verify the accuracy of the scorecard and sign it.

### **Sportsmanship:**

Everyone must always use good sportsmanship and conduct themselves in a professional and respectful manner. This includes all coaches, players, parents, and fans. Head Coaches are responsible for the

behavior of everyone associated with their team. We have a zero-tolerance policy and will not tolerate poor sportsmanship from anyone. Consequences will include ejections, suspensions, removal from the league and any means necessary to ensure the kids have a safe, fun, and enjoyable youth sports experience.

Please also respect your opponent and do not run up the score. Please sub different kids in at various defensive positions to help keep the score more competitive when needed.

### **Umpires:**

We have a great team of hard-working and dedicated umpires. But we are facing a nationwide, statewide, and local umpire shortage. At JC Parks, we usually have about 50 umpires on our staff, but most of them are understandably not willing or available to work every night due to various other commitments and important reasons. On some nights we will have as many as 16 fields going which requires 32 umpires at two per field. We will do absolutely everything possible to provide two trained and experienced umpires for each game, but unfortunately sometimes that is just not possible. In that case, we try to make sure the older age groups have 2 umpires and then work our way down to the younger ages. So, at times, particularly the younger age groups, may only have one umpire. I apologize for not being able to provide a 2-person crew for every game, every night, but please know that we are doing absolutely everything we can to attract, hire, train, and retain umpires.

Personally, these circumstances have taught me to further support and appreciate our umpires. Umpiring is often a tough and thankless job, but our team is dedicated, loyal, and hard-working. They will do the absolute best they can, even if they have to work alone, and I sincerely appreciate all of them. I also expect everyone to be considerate and respectful in all interactions with the umpires.

By the way, if you, or anyone you know would like to join our outstanding team of umpires, please visit our [Sports Officials website](#) to learn more. We are always hiring officials for all sports and it is a great way to have fun, help kids, and earn extra money.

### **Pre-Game Meeting:**

10 minutes before the start of each game the umpires and the Head Coach from each team will meet at home plate for a Pre-Game Meeting. The designations for home and away teams are listed on the games schedule so no coin flip is needed. During this meeting, the umpires will explain the ground rules for the field and answer any questions coaches may have regarding the league rules. The Home Plate umpire will then let both Head Coaches know:

1. Any poor sportsmanship by anyone associated with their team will not be tolerated.
2. Head Coaches are responsible for anyone associated with their team and will be held accountable for it.
3. All interactions with the umpire need to come exclusively through the Head Coach.
4. Any calls made by the umpire, especially balls & strikes, will not be argued by anyone.
5. Consider this conversation a warning. Any violation of these rules will result in an immediate ejection from the game and suspension from the league.
6. Compliance with these rules will help ensure the kids have a safe, fun, and enjoyable youth sports experience.

At the conclusion of the Pre-Game Meeting, the official game start time will be announced by the umpires followed soon by the first pitch.

### **Survey:**

At the end of each season, we will email a brief (7-8 questions) online survey to all coaches and parents. Please take just a few minutes to offer us constructive feedback so we can continue to improve all aspect of our operations and service.

**Questions:**

I hope this information has been helpful and has answered all of your questions. Please let me know if you have additional questions or need assistance at any time.

**Thanks:**

Thanks again for coaching and thank you for your time and efforts as we all work together to provide a safe, fun, and enjoyable youth sports experience for the kids in our community.

Sincerely,

Steve Schellman

JC Parks

Sr. Program Manager of Youth Sports

Certified Youth Sports Administrator (CYSA)

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