



2024 Team Parent Tips & Checklist

Thank you for volunteering as a Team Parent. The ideas below are recommendations of how you may be able to help your team. Contact the [Director of Team Parents](#) or your coach if you have comments/questions.

- Let coach know that you would like to be the Team Parent**
 - Let your coach know (confirm with them) that you would like to be the Team Parent.
 - Talk with your coach about what their expectations are, and what you can start working on.

- Volunteer Application w/ Background Check**
 - If when you registered your player, you selected a volunteer role, and you answered a series of questions, this completes the application. If not, log in to your [MCLL Sports Connect account](#), scroll down to the "My Roles & Certificates" section and click "Register as a Volunteer".
 - Next, you will receive an email within a few days to complete the background check.
 - Once the background check is passed, the league generates an identification badge for you. If you didn't get your badge during the pre-season, you can pick it up at the Snack Shack during gametimes.

- Abuse Awareness for Adults Training**
 - The only required training for Team Parents is the [Abuse Awareness for Adults Training](#), a brief training that is required by Little League International, that is to help prevent the abuse of minors.
 - Sign-in/register at www.usabdevelops.com, select "Education", "Courses" and then select the course.
 - Send the completion certificate to our MCLL Safety Officer at safety@millcreeklittleleague.com.

- WA Food Handler Card**
 - If you will help with concessions, ensure you have a current [WA Food Handler Card](#).
 - The card is obtained by completing a brief "WA Food Handler Card" course. Training is offered free-of-charge (using the MCLL class code "7C87"). Initial cards are valid for 2 years, and renewals are valid for 3-5 years. Check to see if your card is valid before taking the training again.
 - Once you complete the training, the league will go into their system and pay within a few days. Once the league pays, you will get an email with your Food Handler Card attached.

- Send introductory email to parents with Parent Welcome Packet**
 - Send an introductory email to families through Game Changer.
 - Review and considering including a link to the [Parent Welcome Packet](#).

- Game Changer Application**
 - Download the [Game Changer App](#), which is used to manage game schedules, track stats, keep score (Farm Division and higher), communicate within the team and stream game video online.
 - If you will be helping to create events or keep score in Game Changer, ask your coach to give you "staff member" access. Note, there are only 4 "staff member" spots available per team at any given time.
 - Encourage parents to add the player's jersey number and picture to their profile, which helps to complete the team roster, creating cohesiveness between families. Alternatively, Team Parents can create/distribute printed pocket sized rosters ([template available here](#)).

- **Honey buckets**
 - The league provides honey buckets at all fields. Contact the [Director of Team Parents](#) or your coach for the code to the padlock.

- **Freedom Field Wi-Fi**
 - The league provides Wi-fi at Freedom Field for MCLL use only (i.e., Game Changer, etc.) Contact the [Director of Team Parents](#) or your coach for the password.

- **Help coach with the Parent Welcome Meeting**
 - Coaches should host a parent meeting during the first week of practice.
 - Ask your coach if they need any help with preparing. Add as event in Game Changer.
 - Agenda topics: introductions, goals, sportsmanship, volunteering, communication and game RSVPs.

- **Help coach with keeping families informed throughout season**
 - Share information you receive from the league with families (and vice versa).
 - Watch for updates on the [MCLL website](#) – in particular, the [key dates](#) and [special events](#) pages.
 - Send reminders about upcoming games and events (i.e., location, opponent, snack duty, etc.).
 - The league emails a monthly newsletter. If a parent is not getting the newsletter, the parent that registered the child should login to their MCLL Sports Connect account and add an “additional account holder”.

- **MCLL Day - order team’s parade banner by April 10**
 - The league’s annual "opening day celebration" is on April 20 from 11am to 2pm at Gateway Middle School.
 - There is a parade of teams, silent auction, league group photo, ceremony, team pictures and other fun activities. Food trucks available, and concessions will be for sale.
 - It is tradition that each team carries a customized banner in the parade, and then hang the banner on the backstop throughout the season. Banners are typically 5x3 vinyl, however they could be made of anything (i.e., poster board, etc.)
 - Team Parents must order the banner for the parade by April 10.
 - The cost is typically between \$75-\$200. Team Parents are asked to pay for the banner up front, then each family should pitch in to reimburse the cost.
 - The banner is typically vinyl and 5’ x 3’ in size.
 - Send details (i.e., team/player names, mascot, theme, etc.) to your vendor of choice.
 - You can make the design, use a premade template, or ask the vendor to make the design.
 - Vendors/websites that MCLL has used in the past:
 - [PostNet Snohomish](#) – Harold Kim (MCLL member) does great designs.
 - Cost is on the higher end if you ask Harold to design.
 - [Streamline Digital Imaging](#) – Veronica has done many banners and signs for MCLL
 - [Staples Printing](#)
 - [Canva website](#) – Most affordable, self-design option



- **MCLL Day - Silent Auction Donations Requested by April 10**
 - There will be a themed gift baskets silent auction at MCLL Day.
 - Let families know that the league is collecting donations from the families and community to fill the baskets, and that they can go to our [Little League Day webpage](#) to learn how to donate.

- **Remind families about pictures and to distribute them for your coach**
 - Remind families that team/player pictures will be done at MCLL Day and orders are done online.

- **Encourage community members and parents to sign up for Snack Shack shifts**
 - The operation of the Snack Shack Concession Stand is a labor of love shared among our divisions. Proceeds serve as the league's primary fundraiser. Concessions operations are assigned to various divisions, taking into consideration how often the division has access to Freedom Field.
 - Anyone aged 12+ can volunteer, (high school students, retirees, siblings, etc.,). The league will also ask for volunteers to help through networks and social media.
 - Staffing requirements generally consist of two games (beginning at 5:00pm and 7:00pm) Monday through Friday and a few games on Saturday. Each shift is the duration of one game (roughly two hours). There should be two volunteers per shift. Volunteers must be at least 12 years old. Volunteers between the ages of 12-16 must be paired with a volunteer who is 18+. One person per shift needs a WA Food Workers Card.
 - Team parents are asked to encourage all parents to sign up for at least one shift during assigned weeks.
 - 4/7 - 4/13: Baseball Majors
 - 4/14 - 4/20: Baseball Minors
 - 4/21 - 4/27: Softball Minors
 - 4/28 - 5/4: Baseball Majors
 - 5/5 - 5/11: Softball Majors
 - 5/12 - 5/18: Baseball Majors
 - 5/19 - 5/25: Baseball Farm
 - 5/26 - 6/1: BB Rookies, Intermediate & Seniors
 - 6/2 - 6/8: Baseball Minors
 - 6/9 - 6/15: Softball Rookies & 89ers
 - 6/16 - 6/22: Baseball Majors & Tee ball

- **Uniform distribution & fan gear**
 - Ask your coach if they need any help with distributing uniforms to families.
 - Questions regarding uniforms can be directed to our [MCLL Uniforms Coordinator](#).

- **Fan Gear**
 - Let families know that they can order MCLL "timeless collection" fan gear through the [MCLL website](#).
 - For more team specific/custom orders, teams can send requests to [Terry](#) with [Vindico](#) (425-329-4739).
 - A template to track orders is [available here](#).

- **Create game day snack volunteer schedule**
 - Once game schedules are available, create a snack schedule ([Signup Genius](#), etc.) and send to families.
 - You can assign game dates or wait for families to self-assign.

- **Help coordinate game day volunteer plans**
 - Ask your coach if they want any help coordinating volunteers for game days ([template available here](#)).
 - We suggest that you input these roles and names into the game's note section in Game Changer.
 - Things to consider:
 - Who will help if there is an emergency or safety incident?
 - Who can help set-up and inspect the field, and put things away (i.e. bases, mounds, etc.)?
 - Who is going to keep score in Game Changer (Farm divisions and higher)?
 - Who is going to umpire (Farm divisions and higher)?
 - Who is bringing snacks?
 - And, if playing at Freedom Field, who will announce the game, introduce batters, run the scoreboard and/or play walk up music?

- **Help your coach to bring the FUN! Ideas include:**
 - Coordinate a meet n' greet at the beginning of the season (and gatherings throughout the season).
 - Start conversation(s) about meeting up after games for lunch, ice cream or order pizza delivery to the field.
 - End games with relay races or do 'the gritty' around the bases.

- **Playing Music**
 - Teams can play music, announce batters and favorite things (this is Jon, and his favorite food is pizza!
 - The [Ball Park DJ Walkout Intro App](#) is great, because you can pre-record announcements (i.e. now batting, Jimmy Smith), prepare short clips of music, playlists, etc.).
 - If playing music, it should be played at times when there is no play going on to not cause any disruption or loss of concentration (before game, after game, in between innings.)
If playing music for batters as they walk up to the plate, it should only be played for about 5-10 seconds as the batter leaves the dugout to the time they step up to the plate, then turn it off.

- **Remind families about the MCLL Mariners game**
 - Our league has a block of tickets reserved for the game on April 28, 2024.
 - Tickets purchased through MCLL are only \$20. Seats are in section 149. The link to purchase tickets through MCLL will be emailed to registered players/volunteers in mid-March.
 - Team Parents are encouraged to purchase a block of tickets, so the team can sit together.
 - There is a pre-game parade around the outfield. All players and their family members can participate.

- **Let families know about the MCLL AquaSox game**
 - Our scheduled day at the AquaSox is on May 18, 2024. Tickets are available to [purchase here](#).

- **Help your coach with recognition. Ideas include:**
 - Give [award certificates](#) (i.e. MVP, most improved, best sportsmanship, best attitude, etc.).
 - Upper divisions could use a rotating award that is given to different players each week (i.e., golden bat, helmet, or pitchfork, WWE wrestling belt), then given to the season MVP at the end of the season.

- **Coordinate the end of the season party and recognition**
 - Parties have been hosted at Freedom Field, parks, players' homes, pizza places (i.e., Brooklyn Bros'), Dairy Queen, Elevated Sports, Flying Squirrel, etc.
 - Coordinate recognition (i.e., trophies/medals/certificates) for players, coaches and/or volunteers. Order online or use a preferred local vendor (i.e. [Crown Awards](#) or [Alpine Rio Creations](#)).
 - Team Parents typically pay for cost up front, then each family pitches in to reimburse the cost.
 - A template to track reimbursements is [available here](#).