



Manager/Coach Information

We would like to thank each and every one of you for making an extremely important contribution to your child's team, league, and community. Your role as Manager/Coach or Team Parent is vital to the success of our league and its participants. Please take a few moments to review the enclosed information, and keep this packet for use as a reference tool throughout the season.

Opening Day/Family Fun Day March 4th

The goal of Family Fun Day is to welcome new and returning families to the 2017 SSJSB season. We depend heavily on parent volunteers to make this a successful event. Our goal is to promote teamwork and unity among our youth and further strengthen the SSJSB family.

BOOTH ASSIGNMENTS

Each team is required to supply 6 volunteers on opening day at one of the fun booths we have rented. We try to schedule shifts around picture times and exhibition games. We will email you the place and time of your shift at a later date. You need to email the names of the parents working the shift to your division commissioner by **Feb 28th**. If your parents do not show up to their shift, we will contact you to help find them or find a replacement.

SILENT AUCTION BASKET

Each team is required to donate a theme basket (or money toward a basket) for opening day. In your envelope is the suggestion list for your team. Please turn in all items to your division commissioner by **Feb 26th**.

- 16U Team Themes= 1) Movie night 2) Beer basket 3) Family night out
- 12U Team Themes= 1) Music basket 2) Car wash basket 3) BBQ 4) parents night out
- 10U Team Themes= 1) camping 2) Date night 3) wine/cheese 4) music 5) cooking
- 8U Team Themes= 1) poker night 2) BBQ 3) Family game night 4) coffee basket
- 5) Baseball themed basket 6) arts and crafts basket 7) Beer Basket
- 6U Team Themes= 1) Beach day 2) fitness 3) music 4) lottery ticket

CAKE WALK ON OPENING DAY:

Each team must provide 5 desserts either home-made or store bought by the parents. A table will be set up on Opening Day where all deserts can be dropped off before opening ceremonies.

BANNERS:

It is the Team's responsibility to either make the banner, enlist creative parents/players to make a banner, or purchase one. The banner should include the names of players, manager, and coach. You should recognize your sponsor on your banner also. Banners will identify your team in the Opening Day Parade, Saturday, March 4th. There is a banner contest on Opening Day. To be considered in the contest the banner must be handmade.

Pictures

Pictures will be taken on Saturday, March 4th at Sakamoto Elementary School after Opening Ceremonies.

You will receive an envelope for each player on your team. Please make sure each player completes an envelope/form and has it with her at pictures. Even if parents are not ordering additional photos of their children we still need to have the information completed for the player.

SSJSB provides the following at no expense to players/parents:

- 1 - Memory Mate which includes 1-5x7 Team Photo and 1-3x5 Individual Photo

Parents ordering extra pictures must make sure they enclose their money in the order envelope.

You will receive your picture time and envelopes at the manager/coaches meeting. It is your responsibility to make sure your team is organized and together so that the picture schedule will not fall behind. Thank you!

Fundraising

This is a fun time to plan a team get together and raise money for the league. We will provide flyers for these fundraisers, Please pass these flyers out to your team members. Places and dates TBD.

Some examples: San Jose Giants SSJSB League Night, Dining nights at local restaurants, Pitch/Hit/Run, etc...

Background check

Any adult that is dealing with the girls should have a background check completed. At a minimum all managers, coaches, and female chaperones must have a background check. The league suggests that you have at least two female chaperones background checked. You must have a background checked female at every practice. For more information and the link go to www.ssjsb.org and go to the coaches corner tab, then to the ACE link. If new to the system a login will need to be created. Must be completed by 2/5/17

Ace Certification

As you all know ASA/USA is the governing entity for SSJSB. Per ASA rules all coaches must be ACE certified to coach in the league. All ACE certification is done online. Go to the coaches corner tab at www.ssjsb.org then click for ace certification. ASA/USA will also perform a mandatory background check before finalizing your certification. Must be completed by 2/5/17. A copy of your ACE card must be given to our player agent, Lisa Mora. If this is not completed by the due date, the coach will not be allowed on the field.

Snack Shack Duty

The snack shack is an important fundraiser for our league and a service to the league's players. The league relies on parent volunteers to run the snack shack.

1. Each player is required to have a parent work the snack shack one or two times during the season. The shift will be for 2-3 hours unless your manager decided to split the shift.
2. The age limit for workers is 14 years old with at least one adult working during each shift.
3. Shifts will be during home games. Each team must supply one parent to work the snack shack during each home game. The parent must show up ½ hour before game time to help set up the snack shack and stay and clean up at closing time.

Attached you will find a schedule to be filled in by you. You are to list the dates, times and locations for your team's home games, the name of the parent who is scheduled to work, their phone number and email address. Please turn the form in to Deanna Bowden (Concessions Director) by **Feb 28th**.

Deanna Bowden's info is 408-857-1810 concessionsdirector@ssjsb.org

Scorekeeper's Clinic

The league is having a scorekeeper's clinic on **Feb 28th** at 6:30pm at Round Table Pizza Santa Teresa/Snell Ave. It is a good idea to have two people who can keep score for your manager.

Team Sponsorships

Each team is required to get \$300 in sponsorships. You may get several different sponsors for the total of \$300. The form for team sponsorship is on the SSJSB website and TeamSnap. Go to www.ssjsb.org and then to the coaches corner tab. It can be found in TeamSnap under the media tab. Please turn in the form(s) and \$300 to your division commissioner by **Feb 28th**.

Misc

Just a few last minute suggestions:

- It is suggested to have a snack for the girls after games.
- Keep coaches packet with you at all practices and games!!!!
- Keep a list of all players with medical conditions, including allergies, asthma, etc
- Keep Consent to Treat forms with you at all times!!!
- Get parents to volunteer to help set up the field before home games and clean up the field after away games.
- When you get your game schedule is posted on TeamSnap, you may want to make a calendar with a parent scheduled for snack and field duty.

Commissioner Contact Info

All contact info can be found on www.ssjsb.org under the about us tab

Team Parent Checklist

Action	Due Date
Complete ACE and Background Check	Feb. 2 nd
Email names of volunteers for Opening Day	Feb. 28 th
Turn in silent auction basket items	Feb. 28 th
Opening Day/Pictures	March 4 th
Turn in snack shack list of volunteers	Feb. 28 th