

SPRING 2024

NORTH DELTA BASEBALL ASSOCIATION



NDBA TEAM PARENT GUIDE

TEAM DUTIES AND IMPORTANT DATES

ORMSTON, LISA [FH]
NORTH DELTA BASEBALL ASSOCIATION

WELCOME and THANK YOU

Thank you and welcome to everyone on this year's amazing team of "Team Parent/Team Managers"!!! As you know, our association relies heavily on parents like you who step up to make each year the best it can be for the children. Your time and efforts help ensure the NDBA operates smoothly, while keeping our player's safe, having fun, and developing skills.**THANK YOU!**

RESPONSIBILITIES

Your main role is to be the "organizer" of your team and "liaison" between the association, coaching staff, and parents. Good communication between all parties will make for a less stressful and friendly working environment, ultimately making your job an easier one.

CRC – CRIMINAL RECORD CHECKS

Anyone who is on the field with the children is required to have a criminal record check completed. This means all coaches, assistant coaches, and any "bench boss" (for the younger divisions). If you or anyone one of the coaching team requires this; they can find out all the information here: <http://www.ndbaseball.com/coaches>

Your division reps along with our VP will ensure all coaches who have signed up to coach (and have been given a team) have a valid CRC on file with NDBA. Any changes for whatever reason throughout the season, please let your Div. Rep know. They will communicate to the NDBA executive to ensure proper channels are being followed so all children are protected.

UNIFORMS

Uniforms will or should have already been received by each Player. The player is responsible for keeping track of it. If the uniform is not returned at the close of the season, the \$100 deposit cheque given at uniform pick up will be cashed. For divisions 9U and up, your manager and you will need to decide on sock color and order them from a supplier. Full uniforms are required for picture day. Uniforms include (as per each division

- 5U each registered and paid child will receive a uniform T-shirt Jersey and hat to keep.
- 7U each registered and paid child will receive a uniform T-shirt jersey, pants, and hat to keep.
- 9U each registered and paid child will receive a team Jersey, a hat, and pants – Only item to be returned is the team Jersey. A \$100 uniform

deposit cheque will be required from each player at the beginning of season before uniform is handed out.

- 11U, 13U, 15U, and 18U - each registered and paid child will receive a Team Jersey, hat, and belt. – Only items to be returned are the Jersey and belt.

BUDGET (typically for 7U and up)

Your budget MUST be decided on and approved by every parent on the team before finalizing. A budget helps with any team fees incurred during the season, and it may include; socks, embroidery, wind up party, etc. There is a budget limit of \$75 for all baseball teams. If higher, approval from the NDBA executive will be required before proceeding (involve your division rep.) Please make all cheques payable to your name (Team Parent). Return all unused team funds to players’ families. (Below is an example of a team budget)

DESCRIPTION	COST
Socks	\$ 8.00
Equipment	\$ 10.00 (if any extra is needed – check with coach)
Coaches Gifts	\$ 5.00 (per coach)
Wind-up Party	\$ 8.00
Hat Embroidery	\$ 10.00
TOTAL	\$ 41.00 (per player)

*For **11U Mosquito** teams only, we need you to include an additional \$3 per player into your team budgets. This will be for the Volunteers Appreciation night (Mosquito Division helps to sponsor this event). **Please give the additional monies to your Division Rep** in an enclosed envelope marked "Coaches Appreciation, **your team**".

CONCESSION & FIELD PREP SCHEDULE

9U and 11U teams will be played out of Gunderson Park. 13U will be played at Bob Bunnett Field (aka Annieville). In each concession there will be a binder of responsibilities. As per our Fraser Health license requirements it is very important each family working the concession follow the concession rules outlined in this

binder. Concession revenue is used to offset the cost of equipment, uniforms, and umpires. Umpires are never paid directly from the concession.

Each team parent will be responsible to prepare a Concession, Scorekeeping, Pitch counter (for 11U and up) and Field Prep duty list. You will receive your division Schedule before the start of the season, and you will need to delegate all duties for each game you play. All home teams will be responsible for concession and field prep when playing at all fields. ***Gunderson 2 home teams will not have concession***

All games (home or away) need to have a scorekeeping assigned, and pitch counter for 11U and up (NDBA realizes our children are still developing and we need to protect their arms when pitching; therefore, we follow the Baseball BC pitch count NDBA Teamrules).

Concession Mgr. has inputted all the concession games into a calendar, if any changes are made to your scheduled game please inform Concession Manager and Umpire in Chief (for 11U and up as they have umpired games.) (Rain outs etc). Concession and field prep duties MUST be scheduled 30 minutes prior to game time. The coaches are on the field warming up the players and do not have the time to open concession or prep the field.

If your team is responsible for concession; they must pick up the concession key before heading to the field. The concession key will be located at 11840 88 Ave in the exterior Mailbox labeled NDBA. Please make sure they grab the correctly labelled envelope for the field they are heading to (i.e Gunderson or Annieville) as on given days we will have both fields hosting games. After the game, all money (less the \$150 float), the concession key, and the Cash in/Out form must be returned to the same address. Place all MONEY through the mail slot by the door. If another team is working concession after your game leave them the key, but return the money earned to above address house. (Please do not leave any money unattended outside in the mailbox!) The Annieville concession has a key that can be tricky.

Once team schedules are received, it is up to you the team parent to make up a field/ concession/ scorekeeping/ pitch counting schedule for your team. Weekday night games 2 families (1 person per family) are to be scheduled for concession, weekends require 3 families (again 1 person from each family). This allows ample staff and gives more freedom when concession is not busy to watch the game 😊

Please keep track if any parent is not doing their duties. NDBA does not want to cash volunteer cheques; however, will look at this if a consistent problem occurs. Parents

who are assigned concession duties can familiarize themselves with the tasks by using the detailed instructions located at each concession in the concession binder. These documents are also located on our website for easy access. Please arrange to have concession opened and close 30 minutes before and after the game. Again, key pick up will be at Concession Mgr house for both concessions (11840 88 ave).

***No one under 16 may be in the concession
and no animals as per our Fraser Health Permit. ***

Assign parent duties as early as possible, using some form of rotating system. Every family should be included except the coaches. Some coaches' families are willing to help; however, there is no obligation to them as they are already volunteering their time on the field during games and practices. Field prep is assigned for home games only. Two parents are needed. See Field Prep Guidelines for instruction.

Once these schedules are completed, you need to distribute them to parents, electronically and/or by hard copy. If parents need to switch shifts during the season to accommodate their own schedules, the onus lies with the parents requiring a change. Be sure to communicate that in the beginning so that you do not feel responsible and end up covering everyone's shift. Playoffs and tournaments will also require scheduling of parent duties and will need you to create a separate schedule for this once those game times are determined. All home tournaments will require our teams to help host. Hosting includes being responsible for field prep, operating concession, Scorekeeping duties, and pitch counting (if applicable).

CONCESSION GUIDELINES

These will be in the concession binder and are on our website as a stand alone document for future reference. Any concerns contact NDBA Concession Manager Daniela Filby 778-712-5959

**No one under 16 is allowed in the concession and no pets
(as per Fraser Health regulations, we can lose our license)**

Open concession 30 minutes prior to game time

Serve 30 minutes past end of game

30 minutes before game:

- ★Wash hands on arrival
- ★Sign Parent Duty Attendance Record in the Concession Binder and record Fridge Temperature on Log in binder
- ★Move BBQ and tank outside the concession
- ★Open concession window
- ★Wear gloves when handling all foods, including candy
- ★Make coffee if you feel it is needed
- ★Report low stock on the NDBA cash in/out sheet. If you need an item for the concession when you are on duty, take money from cash and go buy. Make sure you place the receipt in the cash envelope at the end of your shift.
- ★Put out condiments/ put mayonnaise on ice.

During the Game:

- ★Hot dogs are precooked. Please heat to temperature of 160 degrees F or until steaming hot. If thawed takes approximately 3 minutes on each side to reheat. Use the BBQ. Only take 3-4 hotdogs out of the freezer at a time unless more are ordered. Do not store hotdogs in water in the fridge.
- ★Goodie bags \$1 dollar bags (10 candies in each bag). All goody bags are pre-made in the Rubbermaid tote bin and labelled CANDY BAGS.
- ★NO candy is given for each ball returned to concession - return balls to coaches during or after the game
- ★Restock the fridge with drinks
- ★Make ice bags with sandwich bags (ice for injuries) and refill ice cube trays
- ★20 minutes before the end of the games walk around to take any orders from parents and players for after the game

30 minutes after last game has ended:

(Please note – if the G1 game is complete, but the G2 game has not ended, you **must** stay open)

- ★Put garbage in the container outside, replace inside garbage bin with new bag
- ★Bring recycle bin into concession/leave full bag in concession
- ★Wash all dishes
- ★Wash counters with bleach solution
- ★Leave the dish clothes to dry
- ★Sweep the floor/mop with cleaning solutions under the sink.
- ★Clean and Bring BBQ into concession
- ★Follow instructions on cash in/out sheet
- ★Leave cash box with the \$150 float in concession. No need to hide the money. Leave as much change as possible and small bills.
- ★Lock door and drop off key and cash ziploc bag through mail slot at Daniela's house (if another team is arriving; leave them the key but still drop off money from your concession duty.)
- ★Daniela's House 11840 88th avenue (on the property of New Hope Church)
- ★If propane needed – take \$25 from the cash box – fill propane tank at the Chervon at the bottom of Centre Street and River Road or Husky Gas 7812 120 St. Put receipt in cash box.
- ★On double header games only, we will provide umpires with a Hotdog or Hamburger and a water or pop combo (no Gatorade). Also, if an umpire needs water we will provide for them especially on hot days (most will bring water themselves)
- ★If tea towels need washing, please place in grocery bag and leave at Daniela's door when dropping off money



FIELD PREPARATION AND UPKEEP

The **home team** is responsible for the following:

1. *Before Every Game:*

- Check for dog poop in outfield; scoop up with shovel and dispose
- Rake infield, base paths and mound ensuring to pull dirt away from the lips
- Line the field; ensure to mark
 - Foul lines along first and third base (line paint on the grass, and lime on the dirt)
 - batter's box (both sides)
- Set out bases and securely fasten
- Clean out dugouts

2. *After Every Game:*

- Put bases away
- Sweep dirt from grass areas back onto dirt area
- Rake infield, base paths and mound ensuring to pull dirt away from the
 - lips
- Line the field for the next team
- Put away equipment
- **Ensure storage box is locked.**
- Clean out dugouts

ALL TEAMS are responsible for these duties at the **end of every practice.**
Please be considerate to the next team!

SCOREKEEPING

It is up to you and your team whether you will assign scorekeeping duties, but it is the home team's responsibility to keep score for league games. We would encourage you to keep score every game in case there are any discrepancies.

IMPORTANT: SCORE KEEPING CLINIC – TBD

Please encourage parents who do not know how to keep score to attend this free clinic. It's a great way for families that are new to baseball to learn and enjoy the game!

TEAM & INDIVIDUAL PHOTOS - April 6th

Picture days for all divisions is April 6th, It is vital that all teams show up at least 10 minutes before their actual assigned photo time. The players are required to wear their full uniform including hats and cleats. Time slots are selected by coaches. Each player receives a Memory Mate for free, provided by the Association.

OPENING & CLOSING DAY CEREMONIES - April 6th & June 16th 2024

We encourage all players, coaches and managers to attend and participate in the celebration of opening the 2024 baseball season! Our association has grown, and we are one to be proud of! Please join us in these celebrations! Opening Day Ceremony is at 11:00am - we will commence down on the field for our opening day ceremonies. Closing Day Ceremony will take place on the same field, June 16th, 2024 at 12pm (noon).

NDBA SPRING TOURNAMENTS (May Long Weekend)

Both the 9U and 11U divisions host an NDBA tournament. In your schedule, your div. reps should have accommodated for this tournament. This is a great weekend full of baseball and fun times. Please let your families know about this tournament as early as possible as May long weekend is typically a "beginning of camping season" weekend. You will have a separate schedule that you must fill concession and field prep for. 9U tournament is the Victoria Day Tadpole Tournament, and 11U is the Jeff Francis Tournament (in honour of MLB (retired) Jeff Francis long time ND resident and NDBA alumni.

VOLUNTEER APPRECIATION NIGHT – TBA This night is to thank all the Coaching staff and the NDBA Executive, who have unselfishly given their time, and shared their knowledge and experience, all with the same desire to benefit our children and their community, in the world of baseball.

ANNUAL GENERAL MEETING

We invite all NDBA member to come out and express you concerns, your experiences, your suggestions, or your time (taking on an executive role) at our annual AGM meeting 6:00 pm Date TBA at Mackie Clubhouse. Our Executive puts in countless hours and efforts to ensure we are doing our best to offer quality baseball to our youth in NDBA. We always welcome and encourage ideas and suggestions to help achieve this. Please come out and have a listen to how things operate and how we can continue to make NDBA “The home of Champions!”

NDBA SOCIAL NIGHT – TBD

SUMMER BALL

If any child is wanting to play Summer Ball (Rep Ball) we have options for this. Typically, we field a 8U, 9U, 11U A, 11U AA, 11U AAA, 13U A, 13U AA, 15U AA, and 18U AAA teams. Some of these teams are a single season team (have already been determined and playing throughout the spring) and others there will be a tryout process towards the end of Spring season. Talk to your Div. Reps if this is something your team is discussing.

PARENT RESPONSIBILITIES

We appreciate the parents setting a positive example for the players. This means lots of encouragement and cheering. Parents of younger players must always remain with their children or have a responsible adult present.

Parents are encouraged to bring a glove to the practices and help. The more parents we have helping the more practice the players will get. We encourage you to practice at home with your child. If we can be of any assistance in this regard, please let us know. We encourage questions from parents on the proper techniques, if you don't know please ask. Parents are expected to bring the players to games and practices on time. If your child is unable to attend, please give as much notice to the coach as possible as they put in many hours determining line ups and plays, based on availability. We obviously have our parent duties as assigned by Team Parents/Managers but lets remember to help each other out, stay positive, and set good examples for our children and visiting teams. ND has a great group of parents! Umpires are young and learning. There will be bad calls, it happens. There will be zero tolerance from negative comments towards the umpires. We are there to watch the game and encourage all. No comments regarding balls/strikes/outs/safe will be

tolerated. The Umpires have been instructed to give warnings to coaches (even if the parents are behaving poorly) and have the authority to eject a coach from a game. Please remind everyone not to talk to the umpires. We do not want to put them in a position as to where they have to eject anyone from the game. We take the good calls with the bad calls and accept them for what they are. Even the pro umpires make mistakes and we do not have a “review” process in place at NDBA.

SUPPLIERS

The following Suppliers may be helpful when purchasing supplies for your team:

Winners Circle (trophies & medals) 604-584-0544
Prostock Athletic Supply Ltd. 604-291-8676
Delta Engravers/Beyond Mars 604-581-7222
MVP-Athletic Supplies Ltd. 604-513-8817
Mad Dog’s Source for Sports 604-534-6164
Sew Kool 604-501-9330

PLAYER MEDICAL HISTORY

We are required to have player medical forms filled out by each parent. As the team parent, please ensure that every parent fills out a player medical form and brings it to their coach. Coaches must keep these in a folder or binder inside their equipment bags at the field at all times, during games and practices, in the event of a medical emergency and the player’s parent is not present. Please ensure these are filled out for each player BEFORE the season starts. Medical Forms are on our website, here: <https://www.ndbaseball.com/page/show/3840671-documents>