

Team Coordinators Information/Responsibilities

Team Coordinator Meeting – Monday April 11, 2011 – Barnard Center in Howell Michigan – 6:30pm until 8:00pm.

Intro Letter - This is a great way to let the parents know who you are, how much money you are asking them for, and give them a break down on how you will spend the team “kiddy” on the items listed below. **An example of this letter is on page 3 of this document.**

Game Snack Schedule Creation - This consists of a drink & snack and can be added to a team game schedule. Make it simple, do it in alphabetical order. **(Minor & Major divisions do not do this)**

Pennants/Banner Creation - (\$25.00 to \$50.00) -Pennants are made for each player on the team. A Team banner is also an option. This allows you to put all players on one banner and recognize your Team Sponsor. Check what level your sponsor paid for before doing this to assure that they are not already receiving a banner from HAJBA. **(Minor & Major divisions do not do this)**

T-Shirt Names and Numbers Coordination -(\$5 each x 12 Kids = \$60.00)- Five Star T-Shirts will be applying names and numbers to the jersey this season for \$5 per child. They will have a booth setup on Picture Day. Once your team's pictures have been taken, you will collect all jerseys from your kids, and take them to the Five Star T-Shirt booth. You will provide the Five Star representative with the jerseys, and a completed jersey form, which is on page 4 of this document. This form will provide the needed information to Five Star to accurately apply the names and numbers to the jerseys. They will take the jerseys to their place of business to apply the names and numbers. Once the jersey work is complete, Five Star will contact you and deliver the jerseys to the field. **You will have them in plenty of time for Opening Day.**

For this \$5 per child, they will receive the following:

- 1) Name and number applied to jersey.
- 2) A “cool” backpack that has the HAJBA logo on it.
- 3) A HAJBA Baseball/Softball vehicle sticker.

This is an excellent value and we are excited to partner with Five Star to offer it.

Please Read: When determining what size jersey to give to what player, please do the following:

- 1) Have all of the kids line up along the fence, from shortest (smallest) to tallest (largest).
- 2) Depending on your division, you will have a set number of jerseys for each size. **Before distributing any jerseys, please confirm how many jerseys and pants of each size you have.** Then beginning with the “shortest” side of your kid's lineup, begin distributing jerseys, starting with the **smallest size jersey first**. Work your way down the line of kids, going up one size as you run out of a certain size. Distributing the jerseys in this manner will help to ensure that the kids receive the closest size jersey to their size as possible. You should distribute the pants and hats in the same manner. And with the kids still standing in the line, fill out the Jersey form which is on page 3 of this document. This form will be provided to the Five Star representative by you on Picture Day after your team pictures have been taken. If you do not have enough of a certain size pant, we will have “extra” sizes at the Northwest concessions stand. The child's parent can stop by the concessions stand with the “incorrect” size and “swap” it for a pair of the correct size. Please let the parents know this. Our jerseys are customized with Sponsor info, and we **do not** have any extras. That is why it is important that you follow the above procedure for distributing jerseys to your team.

Game Balls Coordination - (\$19.00 to \$32.00) – You should purchase enough balls for every child on the team to receive one after a game. Have all the children sign the ball before the coaches present it after the game. We will have them to purchase at the Team Coordinator meeting while supplies last @ \$19.00/dozen baseballs, \$22.00/dozen T-balls, & \$32.00/dozen softballs. **(Minor & Major do not do this).**

Sponsor Gift Coordination– Please provide your sponsor with a complete game schedule and welcome them to stop by any game. Invite them out during sponsor week & you will present them with a free plaque that has a team photo and their name on it provided by JL Photo Co. You will be provided with your sponsor contact info sometime early in the season.

Coach's Gift Coordination - (\$50.00) - You will present each coach with a Free Sports Folder provided by JL Photo Co. and a \$ 25.00 gift card each from a restaurant or store of your choice.

End of Season Party Coordination - (\$30.00 to \$50.00) First check with your Sponsor to see if they can and would accommodate a party. If not, it is up to you and the coaches on what you do. It can be a pizza party on the field or a potluck @ a player's house.

The above are guidelines to help you and they are suggested amounts based on previous season experiences.

With 12 kids on a team, please do not ask for more than \$ 20.00 a child.

If you are in the Minor or Major divisions, please check with your coach in relation to the above before not doing them.

Important Dates & Other Info

Pictures - Saturday April 16TH @ Northwest Elem. Outside, see schedule on times.

Field Cleanup - Saturday April 24TH, 9am to ?

HJBA Spirit Day - Friday April 29th, wear your uniform to school.

Opening Day – April 30th

Grandparents Week - May 8th, invite them out for free concession stand popcorn.

Sponsor Week - June 12th, invite them out & present them with their plaque.

Uniforms - Will be available before pictures, more info will come soon. If your team has a third coach and they would like a hat it has to be ordered and paid for. It is not a freebie.

Example of a Team Coordinator's Letter to Team

Bantam Softball team #4 News

Hello, my name is Mary Smith. I am Jane's mother and I will be one of our Team Coordinator's this season. The other coordinator is John Doe, and he is Lisa's father.

We both have been involved with HAJBA for several seasons on the baseball side, and we hope to bring some fun to the softball side.

We want to share some information with you.

We will need to collect \$20 from each of you.

This money will be used for the following:

- 1) Printing of each child's name on their shirt.
- 2) Creation of a pennant for each child.
- 3) Purchase of Softballs to be used as a "Game" ball for each child. This ball will be signed by each child and (1) will be presented to a child after each game.
- 4) Purchase of a Sponsor Gift.
- 5) Purchase of a Coach's Gift. 6) End of Season Party.

Once the game schedules are available, we will prepare a "Snack" list. We are hoping that game schedules will be available next week.

Uniforms will be handed out next week as well. As soon as we get them, we will get them distributed.

We will be providing you with the Picture Schedule once we have it as well.

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1016 Sibley Street Suite C Howell, MI 48843 517-292-2122

www.FiveStarTshirts.com

2011 HAJBA Player Name & Number Program Cost \$5.00 Per Player Due @ Picture Day

Player #	Player Name – Name to go on Jersey	Jersey Size
Example	Babe Ruth - Ruth	Adult Large
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Team Coordinator Name: _____

Team Coordinator Phone#: _____

Team Coordinator Email: _____

Team Sponsor Name: _____ Jersey Color: _____

Coaches Name: _____ Division: _____

I am dropping off _____ Jerseys to Five Star Screen Printing.

Team Coordinator Signature: _____ Five Star: _____

Please make checks out to "Five Star T-Shirts"

Paid _____ Not Paid _____ Check Number (If applicable) _____