

Team Coordinators Information

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 the back of this form.**

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

Pennants/Banner - (\$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 do not do this)

T-Shirt Names - (\$3 to \$5 each = \$60.00) Collect all players shirts and take them to one of the recommended Howell companies for names to be ironed on the back. Make sure you see the color of the shirt printing before doing this. -Kurt in JJ Jinkelheimers @ 517-294-0778 or kmcdonald@jjiink.com for \$ 3.00 on Grand River, -Spirit of Livingston @ 545-8831 for \$5.00 (plus \$2.50 one time charge) behind the 7 eleven @ M-59 & Grand River, or Dan at 5 Star Printing @ 810-275-7474 or dan@fivestartshirts.com downtown.

Game Balls - (\$16.00 to \$24.00) 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 presents it after the game. I have them to purchase while supplies last @ \$16.00 a dozen baseballs, \$19.00 a dozen t-balls, & \$24.00 a dozen softballs with a small profit going back to HAJBA.
(Minor & Major do not do this).

Sponsor gift – 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.

Coach's gift - (\$50.00) You will present each of them 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 - (\$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.

This is a guideline to help you and these are suggested amounts that worked in the past years for 12 kids on a team Please do not ask for more than \$ 20.00 a child.

Please check with the Minor & Major coaches on areas above before not doing them.

Important Dates & Other Info.

Pictures - Saturday April 24TH @ Northwest Elem. Outside, see schedule on times.

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

HAJBA Spirit Day - Friday April 30TH, wear your uniform to school.

Opening Day – May 1ST

Grandparents Week - May 10TH, invite them out for free concession stand popcorn.

Sponsor Week - June 14TH, 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.

Important Dates to Remember:

April 24th – Picture Day.

April 24th – Field Cleanup Day (Please plan on helping after/before your Pictures are taken).

April 30th – HAJBA Spirit Day – Have you child wear their Softball jersey to school.

May 1st – Opening Day.

Week of May 10th – Grandparents Week – Invite your Grandparents to a game this week.

Week of June 14th – Sponsors Week – Invite your Sponsor to a game this week.

Example Snack Schedule

Please bring 12 drinks & snacks for after the game on the nights below.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Field</i>	<i>Home/Away</i>	<i>Vs. Team</i>	<i>SNACK</i>
MONDAY	5/4/2009	6:00 PM	HHS # 2	Home 3rdB	3	Player's Name
WEDNESDAY	5/6/2009	6:00 PM	HHS # 3	Home 3rdB	1	Player's Name
MONDAY	5/11/2009	6:00 PM	HHS #3	Away 1stB	4	Player's Name
WEDNESDAY	5/13/2009	6:00 PM	HHS #2	Away 1stB	2	Player's Name
WEDNESDAY	5/20/2009	6:00 PM	HHS #2	Away 1stB	3	Player's Name
WEDNESDAY	5/27/2009	6:00 PM	HHS #3	Away 1stB	1	Player's Name
Friday	5/29/2009	6:00 PM	HHS #3	Home 3rdB	4	Player's Name
MONDAY	6/1/2009	6:00 PM	HHS #2	Home 3rdB	2	Player's Name
MONDAY	6/8/2009	6:00 PM	HHS #2	Home 3rdB	3	Player's Name
WEDNESDAY	6/10/2009	6:00 PM	HHS #3	Home 3rdB	1	Player's Name
MONDAY	6/15/2009	6:00 PM	HHS #3	Away 1stB	4	Player's Name
WEDNESDAY	6/17/2009	6:00 PM	HHS #2	Away 1stB	2	Player's Name

IMPORTANT DATES

Friday 6/19 - Sunday 6/21 are Rick Haslock Tournaments

Monday 6/22 is the Championship game

Thursday 6/25 is the All-Star game & Awards