

Sample Welcome Email to Send to Parents

Feel free to edit the email message below. It is just a sample of what to say for the initial contact with parents. Usually the Manager sends out the welcome email and then the Team Parent takes over the email communication.

Dear Parents & Players:

For returning players welcome to another season of girls softball and for new players we are excited to have you on our team and a part of Guilderland Girls Softball. We look forward to seeing our girls grow, develop and enjoy the game of softball as the season and our team progresses.

My name is (type in your name - Manager) and I will be the team Manager and (type in names) will help me coach the team. (type in name) will be our Team Parent who will help coordinate team responsibilities and will be sending out emails to keep everyone informed. We are excited to meet you all.

At this time our practice schedule is (insert the date, time and location).

- As soon as we are able to practice outside I will notify parents. We are not able to use the fields at Keenholts Park until we are notified they are open for practice. Even though the weather may seem nice, we need to wait until they are safe and ready for use.
- Please put your CHILD'S NAME on their glove, bat and helmet to ensure there is NO mix up with the other girls or if left behind we know whom the item belongs too.
- If you have to bring a sibling to practice, the parent must supervise the child at ALL times.

The league will provide each girl with a team jersey, practice t-shirt, socks and hat/visor. Parents must purchase BLACK softball pants, glove and a bat. The league will provide helmets, but it is recommended to purchase your own if you don't want to share a helmet. Helmets must have a face cage and chin straps. The league will provide face masks for infielders, however you are welcome to purchase your own face mask if you don't want to use a community face mask.

Attached is the team roster. Make sure to review the information on the roster. If you have any changes to the contact information, you can make them in Sports Illustrated Play (*this is where you registered your daughter*). Go to: <https://login.siplay.com> and login to your account. You can edit your contact information and add additional emails (home and work) and additional adults to the account so they receive the emails also.

The league will send out text messages if games are cancelled and I will also if I need to cancel practice. If you would like to opt-in to receive text messages (which will be limited texts) follow the instructions below:

- Login: <https://login.siplay.com>
- Go to the "Account Options" box
- Click "Account Settings"
- Click "Mobile Phone Settings"
- Click "Enable Texting" and follow the instructions to activate your mobile phone

Please remember that throughout the softball season, our collective goal as parents is to promote and develop team spirit, softball skills and good sportsmanship in an enjoyable and healthy learning atmosphere for our players. We are all looking forward to a fun and exciting season. Thank you in advance for your continued assistance and support throughout this season. Please do not hesitate to contact me should you have any questions or concerns.

Thanks,

Name, Team Manager

Phone Number

Email

SAVE THE DATES

Dick's Sporting Goods GGSL Softball Appreciation Weekend: March 19 - 20

Field Preparation - Saturdays, 9:00 am – 1:00 pm on March 26, April 2, April 9

Team Pictures – Scheduled for Sunday, April 17 at the Altamont Fire House

League Celebration and Fun Activities for families and friends – May 13

Sports Illustrated Play - Team Roster, Email, Text, Schedule

To Login go to: <https://login.siplay.com>

Your Team Roster with parent contact information will be available in Sports Illustrated Play once teams are assigned.

- Rookie and Single A your Team Rosters are available now.
- Double A, Triple A and Majors Team Rosters will be available AFTER the draft.

Managers, Coaches and Team Parents **MUST register in Sports Illustrated Play** so you will have access to the Team Roster, Email, Text, Schedule feature and more.

If you haven't already, follow the instructions below to register as a volunteer (Manager, Coach & Team Parent):

- Go to: <https://login.siplay.com>
- Login with your email and password from when you registered your daughter to play rec.
 - *If you forgot your password there is a link to have a temporary password set.*
- Click "Apply to Coach/Volunteer"
- Under "Registrants" - click on your name
 - *If your name is not listed, you will have to add yourself as an adult to your child's account.)*
- Click "Register Now"
- Under "Spring 2016 Softball" - Select your role (Manager, Coach, Assistant Coach or Team Parent)
- Click "Register"
- Select a Division – select the Division your in
- Click "Register"
- Read the Consent Form and click "I agree"
- Click "Continue to Checkout" (there is NO FEE)
- **Click "Complete Order" (don't forget this step)**
- If you completed the order the screen will say "Order Complete – Your order number is xxx. Thank you for registration!"
- You will receive an Order Receipt email confirming your registration.

Once you have you have been assigned to a team you will have access to the system.

To Login go to: <https://login.siplay.com>

Click on the green button: **TeamWALL**

You will have access to the following:

- **Team Chat** - a *private* message board for your team only. It's a great place to converse with your team and keep them informed.
- **Schedule** – You (Manager, Coach, Team Parent) can add events to your TeamWALL for all the parents to see. You can add your practice and game schedule. This way everything is in ONE place for parents and easy to access. The system will also send out reminder emails about practice and games. Note when you add an item to your schedule parents will automatically receive an email with the details of what you added to the schedule – unless you remove the notification setting in the system.

When creating an event or practice within TeamWALL, under **Schedule > Add Event** you can select one of three options from the **Automatic Event Notifications** drop down:

- **Use Team Default** - Unless changed in the past, the team default is "Do not send an email for this event."
- **Yes, Send emails for this event** - This option will send email notification to your team about the event.
- **No, Do not send emails** - Will not send an email for this event.

- **Roster** – Online view of your team roster. Note the system will have your team information already organized with player's names and contact information. To print or save the PDF file go to "Print Rosters" under Coach Tools.
- **Print Rosters** – You have several options of different types of rosters to print and save as a PDF file such as: Game Photo, Detailed, Brief, Game, Formal, Coach Roster – each one has different data. You pick the one that will work best for you.
- **Manage Team Info** – If you want to add their jersey # you can to your roster.
- **Email Team** – You (Manager, Coach, Team Parent) can send email messages out to your team through Sports Illustrated Play. There's no need to keep track of family emails or use other email systems. All players are automatically grouped in the system under your team. You can download the TeamWall app and send emails from your phone or ipad also.
- **Text Team** - Send time-sensitive info by Text Message. With easyAlert™, you can send a text message when you make a last minute schedule change, or for other urgent messages. Your message will be delivered instantly to team members that have opted-in to receive texts. Parents cannot reply to the text.

*Note the league will send out a text to everyone that is opt-in for text messages when a game is cancelled. Below are the instructions to send to parents to opt-in to receive texts.

INSTRUCTIONS TO OPT-IN FOR TEXT MESSAGES:

- Login: <https://login.siplay.com>
 - Go to the "Account Options" box
 - Click "Account Settings"
 - Click "Mobile Phone Settings"
 - Click "Enable Texting" and follow the instructions to activate your mobile phone.
- NOTE there are several other features in the Sports Illustrated Play system that is available for you to use if you choose.

What Parents/Players can see in Sports Illustrated Play under your Team Account:

- **Roster** – They can only see the online roster. You (Manager, Coach, Team Parent) can email them the "Print Roster" with the contact information if you choose.
- **Team Chat** – Parents can view and make a post for the Team to see.
- **View Schedule** – If you (Manager, Coach, Team Parent) decide to post a schedule they will have access to view the information.

Download the TeamWALL app



Sports Illustrated Play does have a mobile application for players and volunteers to be able to access their TeamWALL. Go to your App Store or Google Play and search "TeamWALL – Team Sports Management". A smartphone and internet connectivity is required to use the mobile app.

Team Responsibilities & Information

League website: www.guilderlandgirlssoftball.com

League email: guilderlandgirlssoftball@gmail.com

League rainout hotline number: (518) 992-500

TEAM MANAGER

The Team Manager is basically the CEO of the team and handles setting the practice agenda (having fun while teaching basic skills), player positions for the games (rotate the girls through positions and follow the league rules), batting order (same thing, rotate girls on a game by game basis), and dealing with any high level correspondence from your division Commissioner and/or the league.

COACH

Coaches are selected by the Team Manager and assists the Manager to help coach the girls.

TEAM PARENT RESPONSIBILITIES

The Team Parent is responsible for assisting the Team Manager with the administrative responsibilities of managing the team activities. The Team Parent is directly responsible for managing the coordination and communication of all team assignments and responsibilities as identified below. If any of these assignments are delegated, the Team Parent is ultimately responsible and accountable for ensuring the satisfactory completion of all tasks. See below the list of responsibilities:

- Field Preparation - Recruit and Organize Volunteers
- Uniform Distribution & Collection
- Reminder Emails about Practice and Games
- Team Pictures Notification and Picture Distribution
- Develop Concession Stand Schedule
- Team Party Coordinator and Trophy Ordering

FIELD PREPARATION/CLEANUP

March 26, April 2 and April 9th - 9:00am – 1:00pm

- Recruit and organize volunteers from your team for field preparation.
- Encouraging all parents to participate; e-mail or phone call reminders to parents on day before scheduled work day. Remind parents if the league doesn't have the help of the parents to get the park and fields ready – this could delay our season.
- Please bring your own rake and shovel. Children are welcome to help!
- Depending on the conditions of the fields we may have to cancel one or a couple of the dates. It all depends on the weather and if we are able to get on the fields to prep them – it's out of the leagues control and in the hands of Mother Nature.

FIELD RESERVATIONS AT KEENHOLTS PARK

Starting on March 21st

Practice times/days will be assigned on a first come basis; you will have the same day/time throughout the preseason. You may send multiple day/times in order of your preference BUT, ONLY 1 Day/Time will be assigned, send to guilderlandgirlssoftball@gmail.com. This is to give everyone a chance to have practice time at Keenholts's.

- Do Not call, text or send emails to Steve McDonough's personal email, if he receives one to his personal email he will forward it to the Gmail account and the date/time it gets to Gmail will be the date/time that he will use for reservations. Practices will be assigned to the field that you generally play on.
 - Rookie - Field C
 - Single A - Field E
 - Double AA – Field B
 - Triple AAA – Field D
 - Majors – Field A

- **Starting April 1st** - Any open dates/times slots will be available to all... divisions may use other fields other than their own, IE. Majors may practice on field B or D...
- **If you cancel a practice**, please send an email so we can remove you from that day and allow another team practice if they so desire.
- *Other locations to practice include, schools fields (go through the school for permission, ask Kevin who contact is) other town parks, (go through the town).*

DO NOT USE THE FIELDS UNTIL YOU ARE NOTIFIED BY YOUR COMMISSIONER THAT THE FIELDS ARE OPEN FOR PRACTICES. EVEN THOUGH THE WEATHER MAY SEEMS NICE, WE NEED TO WAIT UNTIL THEY ARE SAFE AND READY FOR USE

PAVILION RESERVATIONS

Reserving the pavilion for your end-of-season team party may be done at any time during the season. We try to limit the teams to 2 at a time but sometimes we can extend it to 3, if they aren't large teams. Before you request a day/time, go to the website, click on calendar to see if the day/time is available! This should be done starting March 2nd.

GAME SCHEDULE

- The game schedule will be sent to the Team Manager by **Friday, April 8.**
- **CONFLICTS:** Please send out an email to your team asking any for any conflicts during our softball season - (End of April, May and first 2 weeks in June). Shortly we will be in the process of putting the game schedule together and want to avoid any major school functions i.e. band concerts, plays, dances, prom, school fundraisers, school trips, SATs etc. The league will not avoid a date for one person, but we will do our best to avoid group related school events. Games will NOT be changed once the schedule is posted. So - now is the time to let the league know of any major dates. This is a huge task for the league and we do our best to work around school functions.
- League rainout hotline number: (518) 992-500

CONCESSION STAND RESPONSIBILITIES

Rookie Division is NOT required to do concession stand.

Parents are required to work the concession stand for each game. You (Manager or Team Parent) develop the schedule and must fill the 2 hours and 30 minute shift for each game. Email Kevin Ford at kfordggs1@aol.com your concession stand schedule **no later than Sunday, April 17.**

Concession Stand Shifts – (2 hours and 30 minutes)

Week Games: 5:30pm to 8:00pm

Weekend Games

- 10:00am Game: 9:30am to 12:00pm
- 12:30pm Game: 12:00pm to 2:30pm
- 3:00pm Game: 2:30pm – 5:00pm

Develop Concession Stand Schedule

Depending on your preference you have two options: 1. You assign parents to the schedule and if parents have a conflict then it's their responsibility to find a replacement. or 2. You can put a schedule together and have parents sign up, but you will have to fill in the blank shifts with someone.

You can do half hour shifts, hour shifts or the full 2 hours and 30 minutes with one parent. It is up to you how you want to handle the schedule, but it's your responsibility to ensure a parent is in the concession stand during your game.

- If any of our games are rescheduled, the parent assigned to the Concession Stand on the original game date will be responsible for working on the rescheduled game date, or must find a replacement if they will not be available.

- Distribute copies of Concession Stand Schedule to all parents and send reminders to parents prior to their assigned shift. Make it very clear it is their responsibility to find a replacement if something comes up and they cannot do their shift. **Your game will not be played without each team having a volunteer in the concession stand.**
- Email Kevin Ford at kfordggs@aol.com your concession stand schedule **no later than Sunday, April 17**. Please note the game schedule will be completed and sent to the Team Manager by Friday, April 8. Once you receive your game schedule then you can start working on your concession stand schedule.
- Children age 14 and older may work in your place if they are capable of accurately making change and completing customer orders. The stand supervisor on duty has the final authority to make all decisions that arise during their shift. The acting stand supervisor has the authority to require a team to provide a replacement if they determine that the representative they supplied is not capable of performing the duties required of them. In no event will any child be permitted in the grill/cooking area.
- **COMMUNITY SERVICE** – Upon request, at the end of the season, the Board's Concession Stand Coordinator will be happy to write a letter which verifies the number of volunteer Community Service hours worked at the Concession Stand. Concession Stand Supervisors may also sign prepared Community Service forms during the season to verify volunteer hours worked.
- **CONCESSION STAND SUPERVISORS NEEDED** – The league is in need of Concession Stand Supervisors to work with and supervise the parent volunteers in the concession stand. This time commitment will involve working approximately 3 shifts per season (a "shift" consists of one weeknight approximately 5:00 – 8:30 p.m., OR a Saturday from either 9:30 am – 1:00 pm or 1:00 pm – 4:30 pm). Concession Stand Supervisors will sign up for their shifts prior to the season on dates and times convenient to them, and may coordinate supervisor shifts with the team parent to meet their concession obligation to your team. Training will be provided before the season starts. Please strongly encourage your parents to volunteer. Please contact Kevin Ford at (518) 424-2571 or kfordggs@aol.com.

Any questions regarding the Concession Stand or Supervisor duties should be directed to Kevin Ford at (518) 424-2571 or kfordggs@aol.com or Justin Fiederlein at (518) 369-2746 or jfiederlein@gmail.com.

FREE FREEZE POP

All players can receive a FREE freeze pop as an after game treat at the concession stand. We no longer need do tickets. If they have their rec jersey on they can receive a FREE freeze pop.

UNIFORMS

UNIFORM PICK UP: Saturday, April 9 from 9:00am-1:00pm at the maintenance garage at Keenholts Park. Uniforms are to be picked up by the team parent, manager or coach.

- The League provides each girl with a team jersey, practice t-shirt, socks & hat/visor. The t-shirts, socks & hats are theirs to keep. Jerseys will need to be return at the end of the season. The players must wear **BLACK SOFTBALL PANTS** during games, which parents will need to purchase at any sporting goods store.
 - Please note that the Board has granted girls in the Major division only will have the option of wearing **BLACK SHORTS**. If shorts are worn, players are required to wear slider shorts beneath them.

UNIFORM DROP OFF: Saturday, June 18 from 9:00am-10:30am at the maintenance garage at Keenholts Park.

- All team managers are responsible for collecting the team uniforms at the end of the season and returning them along with the team's equipment on June 18th at Keenholts from 9:00am-10:30am.
 - If a player fails to return their team jersey, that player will be charged \$85 to replace the jersey. All team managers are expected to comply with and enforce this policy.

JERSEYS – Red and Black Reversible

- The sizes will be given to teams based on what parents selected when they registered.
- The league provides sponsored t-shirts so the girls could wear them underneath the jerseys. We understand that not every game they can wear the sponsors shirts underneath the jerseys, but a shirt or tank top

- (preferably black) should be worn as we understand the jerseys are short and cannot be tucked in.
- The league purchased the reversible jerseys to make it easy for the girls to change if they forgot which side to wear.
- We were limited on options for reversible jerseys and understand the sizes run small. We are doing our best to make accommodations. Please remind parents they were given the size they selected at the time of registration.
- Questions or issues about jerseys contact Rob Wadsworth at Robertwadsworth75@yahoo.com. **ONLY Managers and Team Parents should be contact Rob – no parents.**

LAUNDERING OF TEAM JERSEYS

When washing the team jersey, it **should not be put in the dryer** as this will make the jersey shrink, fade in color and will dry out the player number and logo. Please hang dry the team jersey.

Red side of the jersey is the **Home Team** and you will be in the **1st base dugout**.

Black side of the jersey is the **Away Team** and you will be in the **3rd base dugout**.

HELMETS

Players of all ages are required to wear helmets with satisfactory NOCSAE-approved face cages and chin straps, when batting and running bases. GGSL will provide these helmets for practice and game use, but you are also welcome to purchase your own. NOCSAE-approved face cages are required on all personal helmets. Home Plate Umpires will have the final authority to reject any face cage that they believe is unsafe.

- Face Mask:** The league will provide face masks for infielders to use when playing a defensive position.

CANDY

Managers will receive their teams boxes of candy at equipment pick up. Candy should be distributed to only the players that signed up to sell candy.

- The parent **MUST** pay \$60.00 for the candy before you give them the box of candy. The parent will keep the money they collect from selling the candy. They charge a \$1.00 a bar and will receive their \$60.00 back once they sell all of their candy. Parents already received a \$25.00 discount off their registration fee for opting in to sell candy.
- Checks should be made out to: GGSL
- Questions about candy contact Justin Fiederlein at (518) 369-2746 or jjfiederlein@gmail.com.

TEAM PICTURES

Sunday, April 17 @ Altamont Fire House

- Picture envelopes and order forms with assigned picture times will be distributed to your team shortly.
- It is your responsibility to notify your team, distribute the picture forms, and send out an email reminders to parents the day before picture day. Please remind parents and players to be prompt for their scheduled picture time as things move quickly.**
- When the pictures come in they will be given to the Team Manager, Coach or Team Parent. It will be your responsibility to distribute pictures to players.
- Any questions regarding team pictures should be directed to Todd Kedik, Team Picture Coordinator, at 861-5185 or by e-mail at tkedik2000@yahoo.com.

LEAGUE RAFFLE

Raffle tickets are due: Saturday, May 21

Drawing will be held on: Saturday, June 4

All proceeds from the raffle goes towards the league for long term planning and improvements to the park. The girls will have opportunities to win prizes. It is the leagues expectation that each girl sells a minimum of 5 tickets. If a parent needs additional tickets, please contact Chris Price at (518) 369-8420 or cnp1209@yahoo.com.

HOW IT WORKS: Raffle tickets are \$5.00 each. The GGSL player will receive 1 entry into our league raffle for every 5 tickets sold. Example 15 tickets sold = 3 entries.

TEAM PRIZE: Sell 60 tickets as a team and win 2 half-sheet pizzas for your end of season team party.

GGSL League Raffle Prizes for our Players:

- Apple iPad Mini
- Beats by Dre Wireless Headphones
- Beats by Dre Pill Wireless speaker
- \$200 Visa Gift Card
- \$100 Visa Gift Card

Prizes for Top 3 in Sales of Raffle tickets:

- \$150 Dicks Sporting Goods Gift Card
- \$100 Dicks Sporting Goods Gift Card
- \$50 Dicks Sporting Goods Gift Card

All money and tickets sold and unsold tickets, must be turned into Chris Price no later than **Saturday, May 21**. The drawing and announcement of the winners will be held at the park on **Saturday, June 4**. Questions regarding the raffle contact Chris Price at (518) 369-8420 or cnp1209@yahoo.com

LEAGUE CELEBRATION

Friday, May 13

- We have changed our Opening Day Celebration to a League Celebration that will be later in the season when the weather is nice and families can enjoy the day.

As we get closer a mass email will be sent out to parents with the details regarding the league celebration.

END OF SEASON TEAM PARTY

The Team Parent typically is the one in charge of organizing the team party for the end of the season. Talk with players/parents to select a location, organize a menu and activities. You will have to figure out how much money to collect for the party and a small gift for the Manager and Coaches is recommended.

- You can have your team party at Keenholts Park under the pavilion but you must reserve in advance by emailing the league at guilderlandgirlssoftball@gmail.com. You will receive an email back confirming the reservation or letting you know if there is a conflict.

TROPHIES & T-SHIRTS

Rookie and Single A – the league will cover the cost for each player to receive a trophy. If they also want a t-shirt you will have to collect the money. All other divisions – you will have to collect money if they want a trophy or t-shirt. They can purchase both if they want. Further information will be sent out regarding the trophies and t-shirt orders.

WE LOOK FORWARD TO ANOTHER GREAT SEASON!

Thank you for volunteering your time and providing an enjoyable and healthy learning atmosphere for our players. If you should have any questions during the season email your Division Commissioner.

COMMISSIONER CONTACT INFORMATION:

If you would like to speak with your commissioner via phone, email them first with your number and they will call you.

ROOKIE: Keith Zobel - kjz519@aol.com
SINGLE A: Jim Becker - jim@midtel.net
DOUBLE A: Kevin Ford - kfordggs@aol.com
TRIPLE A: Todd Kedik - tkedik2000@yahoo.com
MAJORS: Brain Callahan - bcallahanlaw@gmail.com

Questions for the league email us at: guilderlandgirlssoftball@gmail.com.