

Balcones Team Parent Rep Packet

Roles and Responsibilities

Spring 2024

Welcome and thank you for volunteering for the role of Team Parent Rep (also known as Team Mom or Team Dad). You take on a very important role at Balcones Youth Sports because you are the primary communicator and coordinator for activities and events conducted throughout the season. The purpose of this packet is to give you the information you'll need to be successful in your role.

We have a new website and mobile app that will help our league communicate better with each other. It's also more useful than anything we've ever had in the past. BYS families and players might need direction using these new tools, so at every opportunity, please direct parents to the website and mobile app.

www.balconesyouthsports.org

Communication

You are responsible for communicating vital information to the parents and family members on your team. You are the liaison between the BYS Board and the players and families. Please maintain good communication with your coaches and parents so that everyone knows what is going on. Introduce yourself to the parents at practice, determine in the beginning how you want to handle financial things and how you best want to communicate with everyone.

Picture Day (Team/Individual) SPRING ONLY

Please help your coaches coordinate with the parents and players to attend picture day. Reminders will be sent out through BYS to the families as a reminder, but extra reminders won't hurt. Each player will receive a team picture for free. It is the player's choice to purchase individual pictures.

Concession Stand Duty – this is **REQUIRED** for each team

This is one of the most important tasks as a Parent Rep and, at times, can be a little frustrating. Although we remind our BYS families often, it is sometimes overlooked that Balcones Youth Sports is strictly a volunteer organization. In order to make volunteerism more widespread and fair we divide the larger tasks, such as the concession stand, across the league. We are currently asking for volunteers across the league, but if this continues to be a struggle, each team will be assigned to a volunteer shift.

You will need 2-3 volunteers for each shift (1-2 at the window, and one as a runner in between).

Field Maintenance & Workdays – Player Agents and Director of Fields will coordinate

During the season, field maintenance and workdays will be scheduled. This is to help with the efforts of maintenance, cleaning tasks and overall beautification of the BYS complex. Workdays may include mowing, weeding, picking up trash, emptying trash cans, painting, treating fire ant mounds and fixing fences, just to name a few.

Medical Releases and Volunteer

Each player must have a medical release on file with BYS. In addition, this release must be at every game. As the parent rep, it is your responsibility to make sure that every parent has completed one of the releases for their player. This release should be kept in a binder with the coach at every practice/game. If a child does not have a medical release, they will not be able to play in a game. In addition, every volunteer on the field or in the dugout must have completed a background check. Only the Parent Rep, volunteers, and coaches are allowed in the dugout so please make sure that this is the case at every game. It is helpful to your coaches if jerseys and hats are handed out in an organized manner. Parent reps can and should help with this, keeping track of which player receives which number.

Sponsors

We are always looking for sponsors for our league and teams YEAR ROUND. If your company, you personally, or someone you know owns a business and they would like marketing at a bargain, this is a great way to advertise and support your league *and* the community. We encourage our members to use our sponsors in return for their gracious donation to the league for improvements and purchases.

Please contact sponsorship@balconesyouthsports.org. Also, feel free to check out our sponsor page on the website.

Fundraising

BYS is not city owned – we are PRIVATELY owned and a non-profit organization. Although we do get city subsidies once a year, that does not help to purchase equipment for fields, players or other items needed for the league. We do not ask for our members to sell candles, candy, etc.; we simply ask for their support by purchasing food and drinks from our concession and also to spread the word to families and friends on the following:

- Festivals – (TBD after season begins) All profits benefit BYS
- Raffles/Silent Auction – (TBD after season begins)

Contact: Lamanda Moran , Director of Parent Reps and Volunteers
volunteer@balconesyouthsports.org

FAQ's

Q: Who can volunteer and work concessions?

A: Anyone over 10 years of age (with a parent) or over 15. We are a 501 c3 non-profit organization, so you may count this toward volunteer hours if needed.

Q: Who can handle food?

A: Those who are over 18 years of age may work in the back kitchen; however, an Auxiliary member will be the ones preparing food.

Q: How many times will our team be asked to volunteer?

A: 2-3 times in concession and possibly other fundraising activities.

Q: Why do you ask for volunteers?

A: Unlike many other organizations, BYS is privately owned. Because we are not owned by the city, volunteers do all of the work, maintenance and running of the facility.

Q: How can I become more involved with the league?

A: We would gladly take any and all help from those who offer. You are more than welcome to join the Board, a committee, and the Auxiliary team or simply help out with field and grounds maintenance.

Q: What is Auxiliary and what does it involve?

A: Auxiliary members are volunteers who run the concession. They set up, stock food and supplies if needed, make deposits into the safe and handle/prepare all of the hot food.

Q: Who do I contact if I have questions or concerns regarding my child's baseball or softball coach?

A: First, contact the player agent for the division your child plays in. If you have no response within 24 hours, please contact the BYS President Jonathan Stilley at president@balconesyouthsports.org

Please keep in mind that ALL coaches, assistant coaches, board members and the Auxiliary team are volunteers. If you have a concern, issue or complaint, simply ask for the board member on duty. Concession will have that information posted. We do accept and love feedback so please feel free to let us know how we are doing or suggest ideas to help us improve our programs.

What to Expect as a Parent Rep

- You are the liaison between your families and Balcones Little League. You are a resource and partner with your coaches.

- Keep families informed of upcoming dates and volunteer opportunities
- Keep track of player medical releases
- Assign your parents to concession shifts. If they cannot make their assigned day, have them trade with someone else on the team. If for some reason you still do not have a volunteer to fill your concession slot, please let the Director of Parent Reps know ASAP so that I may have the opportunity to find a volunteer.
- Make up your own schedule of events/important dates to hand out to parents. If you take the time up front, you won't be burdened or overwhelmed with a ton of phone calls and emails during the season. Anytime you are passing something out to the entire team, the easiest way to track who has/hasn't received the item is to write your players' team numbers on the items before passing them out.
- Send out reminders and COMMUNICATE with your team frequently. You can send emails through our website by logging into your account.
- Please remember, if you work for an employer such as Dell or Apple, they encourage their employees to volunteer and in return they donate funds to the organization of the employee's choice. We also allow students in high school or private school needing volunteer hours. We can provide a letter, if needed, to your employer or school validating your volunteer hours. Contact me directly if you have any questions, concerns or to organize volunteer time.