



## A Guide to Team Parent Responsibilities

Spring 2026

### **Divisions**

Baseball: Rookie, Minors, Majors, Intermediate 50/70

Softball: Advanced Coach Pitch, Minors, Majors, Seniors

Serving as a team parent is a big commitment, and your willingness to step up means so much to our league. Your support keeps communication flowing, helps our coaches stay organized, and creates a better experience for every family on the team. Thank you for giving your time, energy, and enthusiasm to make this season run smoothly—MLL is stronger because of volunteers like you.

### **Medical Release Forms**

Keeping a medical release form on file for every player is essential because it ensures coaches and league staff have immediate access to critical health information and parental consent in the event of an emergency. It allows responders to act quickly, communicate accurately, and provide appropriate care without delays that could put a child at risk.

**Team Parent Responsibility**: Please collect and keep a medical release form on file for every player on your team. Share [the link to the form](#) with your families so they can complete it, print it, and bring it to the first practice. It's also helpful to have a few blank copies on hand at the field for anyone who isn't able to print the form at home.

### **Uniforms**

#### Rookie & Minor Baseball

As part of registration, every player in these divisions receives both a jersey and a hat. Families will need to purchase the following:

1. Light gray baseball pants

2. Socks & belt – The color is determined by the team color chart below.

Major & Intermediate 50/70 Baseball

As part of registration, every player receives a **full uniform** including a jersey, pants, hat, socks, and belt.

Advanced Coach Pitch & Minor Softball

As part of registration, every player in these divisions receives both a jersey and socks. Families will need to purchase the following:

1. Light gray softball pants
2. Belt – The color is determined by the team color chart below.

Major & Senior Softball

As part of registration, every player receives a **full uniform** including a jersey, pants, two pairs of socks, and a belt.

Team Color Charts

Baseball Uniforms	
Team name	Socks/ Belt color
Astros	Orange
Braves	Navy
Brewers	Navy
Cardinals	Red
Cubs	Red
Diamondbacks	Black
Dodgers	Royal
Giants	Orange
Marlins	Black
Mets	Royal
Nationals	Red
Orioles	Black
Phillies	Red
Pirates	Black
Rangers	Royal
Rays	Navy
Reds	Red
Red Sox	Navy
Rockies	Black
White Sox	Black
Yankees	Navy

Softball Uniforms	
Team name	Socks/ Belt color
Bulldogs	Black
Cavaliers	Orange
Dukes	Purple
Gators	Orange
Hokies	Orange
Hurricanes	Orange
Tarheels	Navy
Tigers	Purple
Vols	Sky Blue
Wildcats	Red
Wolfpack	Red
MLL Majors	Royal blue
MLL Seniors	Royal blue

**Team Parent Responsibility:** Please inform the families on your team about your assigned team color, what gear the league provides, and which items they will need to purchase on their own. You will also be responsible for picking up the team's uniforms once they are ready and distributing them to players at practice.

### Uniform Distribution

Date: March 13

Time: 5:30 – 7:00 p.m.

Location: Bingo Hall

### Hat Back Embroidery

Hat embroidery is optional, but it's a great way to help players keep track of their hats in the dugout. The cost is \$5 per hat. Players can select a first name, last name, or nickname to be embroidered.

\*Please note – Advanced Coach Pitch, Minor, Major, and Senior Softball do not receive visors, so hat back embroidery instructions do not apply.

**Team Parent Responsibility:** As the team parent, you will coordinate your team's hat back embroidery order.

1. Offer the option to the families to have their player's hat embroidered.
2. Ask each parent whether they want their player's **first name**, **last name**, or **nickname** embroidered.
3. Complete the hat back embroidery form using [the link provided](#).
4. Collect the \$5 payment from the parent. You can offer payment options such as cash, check, Venmo etc.
5. Bring the completed form and **cash or one check payable to Chuck Boyle on March 13** when you pick up your team's uniforms.
6. Submit the form, payment, and hats to be embroidered to the designated person at uniform distribution.
7. Once the hats are finished, you will receive a text from **Chuck Boyle**. You will pick them up at his shop in the Pebble Creek neighborhood: **6371 Yellowrose Ln. Mechanicsville, VA 23111**

### Opening Day/Picture Day – April 11

Opening Day is a celebration of the season and the community that makes it possible. It's the moment our youngest divisions take the field in their uniforms for the first time, families gather to cheer them on, and teams officially kick off months of learning, teamwork, and fun. We will have team introductions, and a short ceremony creating a sense of excitement and tradition that players remember for a long time.

Opening Day will also serve as Picture Day, giving families a chance to capture the excitement of the new season. Each team will be assigned a specific time slot before their game for both individual and team photos, helping the day run smoothly and ensuring every player is included. Coaches and families should plan to arrive a little early so players are ready when their photo time begins.

**Team Parent Responsibility:** The league will provide the full schedule for both the Opening Day ceremony and Picture Day, along with details and a link for ordering photos. Team parents are asked to simply remind their families of these schedules and help answer any basic questions that come up.

### **Trophies**

MLL coordinates a league-wide trophy order each season to keep the process simple and consistent for all teams.

**Team Parent Responsibility:** The team parent is responsible for managing the team's trophy order from start to finish. This includes choosing a trophy style, collecting payments from families, and submitting the order by the league's deadline. Most team parents select a style in the \$8–\$10 range. It works well to pick a design you like, confirm it with the manager, and move forward. Asking the entire team for input often leads to too many differing opinions, and players are typically thrilled with any trophy you choose.

1. Select a trophy style from the [flyer](#) or [Crown Trophy website](#).
2. Complete the Crown Trophy order from [using the link provided](#). Confirm with parents on how they wish their player's name to appear on the trophy. Collect payment from each family.
3. Submit the completed form and payment – one check payable to Crown Trophy on **Tuesday, April 7 at the Bingo Hall from 5:00 p.m. – 7:00 p.m.**
4. An email will be sent to team parents in May when the trophies are ready for pickup.

### **Communication**

League-wide updates are shared through email and the MLL Facebook page. Please keep an eye on both for important announcements, including weather-related complex closures.

We recommend setting up a dedicated communication channel for team families. It creates a single, reliable place for updates, reminders, and last-minute changes. It helps ensure everyone receives the same information at the same time, reducing confusion and preventing important details from getting lost in individual texts or emails.

**Team Parent Responsibility:** Discuss with your team manager which platform they prefer for team communication. Options like GroupMe, email, WhatsApp, and group text all work well for keeping families informed. After you decide on a platform, let your families know and gather the contact information you need to set up the group.

### **End of Season Celebration**

Planning an end-of-season celebration gives the team a chance to come together one last time and recognize everything they accomplished throughout the year. It creates a positive, memorable moment for players, allowing them to celebrate their hard work, friendships, and growth both on and off the field. A simple gathering also helps families connect, strengthens the sense of community within the team, and provides a meaningful way to close out the season on a high note.

**Team Parent Responsibility:** The team parent plays a key role in organizing the end of season celebration and making sure it comes together smoothly. They help decide what type of celebration the team will have – whether it's a pizza party at the field or a treat after the last game – and coordinate any volunteers needed for food, drink etc. They also handle collecting money from families to cover supplies and expenses, keeping everyone informed about plans and costs along the way. The team parent will also bring the trophies to the end of season celebration so the team manager can present them to the players.

### **Dugouts**

Parents, including the team parent, **are not permitted** in the dugout for these divisions but may be requested to assist with the score book/board.

**Team Parent Responsibility:** Please review proper dugout etiquette with the families on your team.

### **Tips**

1. Provide all deadlines now with reminders throughout the season as important dates approach.
2. Collect all money up front for hat back orders, trophies, and the end of season celebration.
3. Keep a log to track orders and payments.
4. Monitor MLL's Facebook page, website, and email for league-wide communications.

## **Questions**

If you have any questions after reviewing this guide or throughout the season, please do not hesitate to contact me. I'm always happy to help.

Amy Miller – MLL Communications Director

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## **Example Team Parent Email**

The message below is the email I sent to my son's coach-pitch team after the team manager introduced me. Feel free to use it as a template and adjust it to fit your own team's needs.

Hi everyone,

I am excited to be the Yankees team parent this spring! I'm looking forward to supporting our coaches and helping keep things organized so the players can focus on having fun and improving throughout the season.

Below are a few important items and reminders to help us start off smoothly:

### **Medical Release Form**

Every player will need to turn in a MLL medical release form. [Please print this form](#), fill it out, and bring it to our first practice.

### **Opening Day/First Game/Picture Day - April 11**

Our first game will take place on Opening Day, Saturday, April 11. Team pictures will also be taken that day. Pictures will be held indoors at the Bingo Hall, so they will take place rain or shine. I will receive our team's picture time about a week beforehand and will share it as soon as it's available. I will also provide a link to order once it becomes available.

### **Uniform/Equipment**

Players in our division will receive a hat and jersey from MLL. To complete the uniform, families will need to provide:

- Light gray baseball pants
- Navy blue socks
- Navy blue belt
- Bat
- Batting helmet with faceguard

- Glove

### **Hat Back Embroidery**

Hat embroidery is optional, but it's a great way to help players keep track of their hats in the dugout. I will be coordinating the order for anyone interested.

- Cost: \$5
- Options: First name, last name, or nickname embroidered on the back of the hat
- How to sign up: I will have a sign-up sheet available at our first practice.
- Payment: Cash, check, venmo, PayPal (@abm5053)

### **Communication**

League-wide updates are shared through email and the MLL Facebook page. Please keep an eye on both for important announcements, including weather-related complex closures.

### **2026 Fundraiser**

During registration, you paid a \$50 fundraiser fee. You can earn this \$50 back by participating in the annual Otis Spunkmeyer cookie fundraiser. You also have the chance to earn other prizes too. Many families post this on their personal Facebook pages with great success. Try selling on FB, your job, church, etc.! Please [click here for all the details](#). There are only a few days left to sell since orders are due this Wednesday, March 4. Orders with payment should be turned in at the Bingo Hall between 5:00 and 8:00 p.m.

### **End of Season Celebration & Trophies**

Although it's still a few months away, I will be organizing an end of season celebration for our team and coordinating our trophy order.

- Estimated cost: Typically \$8-10 per player
- Details: Once I select the trophy style, I will share the exact cost per player.
- Payment: Cash, check, Venmo, or PayPal (same as hat embroidery)

That's all for now but please let me know if you have any questions. I can't wait to meet everyone at our first practice!

Have a great evening!

Amy