

TEAM ADMINISTRATOR



SURVIVAL GUIDE



Welcome to Hart Baseball/Softball. Thank you and congratulations for volunteering to be the Team Administrator for your child's team. Are you a first time team parent wondering, "Why did I ever let them talk me into being a Team Parent?" and "What do I do now?" Perhaps you are a seasoned veteran just wanting to help your team be organized. Whatever the case, this packet was designed to help you be efficient and organized as the Team Parent.

Playing Baseball or Softball is fun and being a team parent is rewarding and gratifying. You are putting in your time, probably a bit more than you expected, so it should be an enjoyable experience.

Just remember, a Team Parent's success is to remember first and foremost that you are there for your child and your committed effort is in the best interest of the team. The duties of coordinating team functions, activities, and obligations are performed to ensure a successful season and a positive team environment for the team to develop and grow.

Please remember that all of the people on the board, those in the office and those in the blue shirts walking around the complex during games are all VOLUNTEERS just like you. No one at Hart is paid.....we are all just parents like you trying to make a positive experience for your child.

COMMUNICATION - Team Building

The primary attribute to your success as a team parent is effective communication. There are many forms of communication and every person is different. Please be respectful to the wide range of diverse cultures and backgrounds. Treat everyone in a fair and equal manner. Your team communication style and behavior will set the tone and the environment for the team.

When you meet with the team for the first time, come prepared with a pen and paper to have everyone write down their information so you can create a roster. (A sample roster has been included in this handbook.) Be sensitive with the fact that there are often divorced parents on teams. Be careful how you place them on the roster as to not upset anyone. An initial team roster that is created through our new registration system will be sent to your manager. You can use this as a good starting point for contact information that was provided to us during registration.

At the beginning of the season, you can set up a Shutterfly account for your team.

You will have the opportunity to invite each member of the team to join the account. This will give your team an opportunity to share photos throughout the season and view the calendar, schedule and roster that you can set up for them in your team account. It will also send out reminders for games and practices.

HART BOARD MEETINGS

Although the Hart board meetings are not mandatory for parent volunteers, it is highly suggested that you try to attend a few meetings throughout the season. It will keep you informed of what is going on and give you an opportunity to hear any information that you may need to pass on to your parents of your team.

Hart Board meetings are held on the second Thursday of each month at the complex.

Hart website. <http://www.hartbaseball.org>

The Hart Website contains information related to the league.

-Rainouts: In the center of the main page is the field updates. If the fields are closed, it will be posted here. Calling the office at the field will just put you in contact with an answering machine. Since there is no one that works at Hart, we are all at our real jobs during the day and no one is volunteering in the office during the day.

-Directors: There is a page that lists all the directors and a link to their email. Any issues should go first through the league director.

-Schedules and Standings: Current schedules (and rainout games) are listed on the website along with league standings.

-League information: All league information, rules, bylaws and financial statements can be found on the website.

Please feel free to contact your league director for any questions that you may have related to the league.

WM. S. HART Baseball/Softball Board of Directors



The Board of Directors has a long standing tradition of proud dedicated members. It takes everyone to make us successful. Each member should have a sense of pride knowing that they are part of the bigger picture of Hart Baseball/Softball positive atmosphere for the youth of the Santa Clarita Valley.

The HART organization is run by volunteers. Every family is required one volunteer shift each season to assist in the running of the baseball and softball programs. It still takes more volunteer hours than this to provide the level of experience that HART has to offer. This is where the Board of Directors steps in.

The Board of Directors are members that run the overall organization, from the Treasurer to the League Directors. A full list of the Director positions can be found on the HART website.

There are two parts to the role of a Director. The first is to complete their roles and responsibilities of their “job” on the Board. The second to complete their Director on Duty responsibility which is to open or close the complex. We are required to have at least one board member on the complex anytime that it is open. The number of shifts required for each Director to complete each month is dependent on the number of Directors that we have. Generally it is 3-4 3hour shifts per month. There are many different types of Director positions that are available and entail very diverse skills and interests. We have positions such as sponsorship, photographer, running a league, helping in the store, field maintenance or helping in the office.

So what are the perks for being on the Board?

- Full refund for Fall and Spring Registration for up to two children!
- A free Director’s meal on the day you are completing your director on duty shift
- Spring and Fall Volunteer fee waived at the time of registration
- 10% Discount at the Batter’s Box (Hart Store)
- Pride in helping continue and improve the HART League
- The opportunity for team field practice rentals at HART

BOD Refund Policy

Refunds for BOD (Board of Directors) members is contingent on not only shifts being completed but also sufficient funds in the league's accounts. It is understood that if budget cuts are to be made, board refunds are not guaranteed.

The number of shifts required varies on the position on the board that you take. For someone on the Executive Board there are more meetings required and a lot of background time that is spent completing their duties. This means fewer Director on Duty shifts are required. Below is an example of a typical requirement of shifts needed for refunds.

FALL REQUIREMENTS FOR REFUND**:

1st Child Refund - Must work 10- 3 hour shifts, to include 1 Tournament Shift

2nd Child Refund - Must work a total of 14- 3 hour shifts, to include 1 Tournament Shift

SPRING REQUIREMENTS FOR REFUND**:

1st Child Refund - Must work 23- 3 hour shifts, to include 2 Tournament Shifts

2nd Child Refund - Must work a total of 31- 3 hour shifts, to include 2 Tournament Shifts

The more members we have, the less shifts will be required per person.

We do request that you schedule your shifts around your child's games. We do not want you to miss out on the reason you are volunteering.

All league volunteers are required to complete a LIVE SCAN (electronic finger submission) prior to joining the Hart Membership Board. The form and additional information can be found on our website under the League Info link.

If you would like more information on joining the Board, please contact any of the members on the Executive Board and they will be happy to assist you! Their email addresses can be found on the Hart website at Hartbaseball.org/directors.



HART GAME DAY TEAM RESPONSIBILITIES

Visiting Team:

1. Provide scorekeeper for team scorebook
2. Run the electronic scoreboard
3. After the game drag the infield, home plate area and base paths.
4. Rake the pitcher's mound and batter's box. Repack holes as necessary.
5. Put all field equipment away.
6. Clean all trash from the visitor team stands and dugout.
7. Clean out the scorebooth

Home Team:

1. Provide scorekeeper for team scorebook
2. Provide scorekeeper for the official scorebook (does not have to be a paid scorekeeper, this can be a parent!)
3. Chalk the base lines, batter's box and coach's box prior to the game
4. Put all field prep equipment away
5. Ensure the pitching rubber is the correct distance from homeplate
6. Clean all trash from the home team stands and dugout.
7. Clean out scorebooth

Videos are available on the Hart website for softball field prep and dragging (hartbaseball.org/softball)

Scorekeeping information:

Each team is provided with a scorebook. Each team should keep a team book for all games. The official scorekeeper must sit in the score booth during the game. It is recommended that the visiting team scorekeeper should also sit in the score booth so they are able to accurately track all player position changes.

The coaches will report any lineup changes to the scorekeeper between innings.

When sitting in the score booth there should be no cheering. The scorekeeper is a neutral spectator when in the score booth. Young children should not be in the score booth during the game. All trash should be cleaned up after the game.

There is also an official scorebook that is completed for all games. This is the official scorebook that is kept in the canteen. The official book and score box is picked up prior to each game and returned to the canteen after each game. The home team for each game is responsible for keeping the official scorebook. If the home team does not want to complete the official scorebook, a scorekeeper can be hired for \$20 a game. Please contact gaelynne55@yahoo.com or text to 661-313-8626 to schedule a scorekeeper. You can also contact Gaelynne if you would like to hire a scorekeeper for your team book or to run the scoreboard. If you have a parent that would like to be trained to keep score, please contact Gaelynne at the email address above. It is very important that player position changes are accurately tracked and baseball pitch counts are kept so the official scorekeeper should be knowledgeable in scorekeeping. Please contact Gaelynne if you are interested in being trained for your team book.

William S. Hart Baseball/Softball

Field Preparation and Clean-Up

Home team chalks the lines before games and verifies the pitching rubber is the correct distance from home plate.

Visitors drag the field after games.

When chalking a field, **ONLY** chalk lines that are not well visible. Use a minimum amount of chalk. Lines do not need to be 1/4" thick. For Pinto, Mustang 1, Bronco and Pony fields **ONLY** the batter's box needs to be chalked. (please see the example on the Hart webpage).

When raking the pitcher's area, use the flat side of the rake and fill all holes. On baseball fields, push all soil away from the grass to the top of the mound. Do not rake any soil onto the grass. Only use the flat side of the rake – no teeth/leaf rakes. When raking the base lines and home plate areas, fill all holes and clean around the bases.

When raking is complete, the entire field is to be dragged. The drag should always be kept 6 to 12 inches away from all grass. Do not drag over the bases.

If there is standing water or mud on the infield, disperse it into the surrounding infield soil. Do not push it onto the grass.

All teams are responsible for all litter in the score booth, dugouts, and under the bleachers. Please see that all trashes put in the trash cans.

It is the manager's responsibility to see that the above work is done correctly.

There is a video available on the Hart website under the softball page on how to prep a softball field.



Umpire Fee Schedule

Effective Spring 2022

Division	Plate	Base	Single Umpire
Pinto	\$40.00	N/A	N/A
Mustang American	\$40.00	\$35.00	\$60.00
Mustang National	\$45.00	\$40.00	\$65.00
Bronco	\$50.00	\$45.00	\$72.00
Pony	\$50.00	\$45.00	\$72.00
Colt	\$55.00	\$50.00	\$72.00
Mini-Minor			\$50.00
Minor	\$50.00	\$50.00	\$70.00
Junior	\$50.00	\$50.00	\$70.00
Senior	\$50.00	\$50.00	\$70.00

The assigners will make every effort to schedule two umpires for all games, Mustang and above. If however, there is only one umpire available (the league rules mandate that the league will schedule at least one umpire), then the single umpire fee will be split in half between the two teams as indicated by the above fee schedule (Pinto is always split between the two teams). Rain outs/cancelled games are covered by the guidelines posted in the canteen.

All Fall Instructional games (Mustang will be the American fee) will be the above plate fees only, to be divided by both teams. All Club baseball games will be the above fee schedule as listed for National league; home team pays the plate fee and the visiting team pays the base fee.

Guidelines for Rainout/Cancelled Games and Umpire Fees

1. Rainout, cancelled, or forfeited games with a minimum 30 minute prior notification before scheduled game start.
 - a. No payment of fee.
2. Rainout, cancelled, or forfeited game without prior notification and umpire reports to the canteen.
 - a. Umpire turns in a completed game report (game card) to the canteen.
 - b. Canteen pays 50% of the umpire's fee.
 - c. If the umpire doesn't report to the canteen, no pay will be issued.
3. Cancelled game prior to completion of 30 minutes into the game.
 - a. Umpire returns fee to team manager.
 - b. Umpire turns in a completed game report (game card) to the canteen.
 - c. Canteen pays 50% of the umpire's fee.
4. Cancelled game after completion of 30 minutes.
 - a. Umpire returns fee to team manager.
 - b. Umpire turns in a completed game report (game card) to the canteen.
 - c. Canteen pays 100% of the umpire's fee.
5. All rainout, cancelled, forfeited, and incomplete games (if necessary for league standing), will be rescheduled and replayed as a new game. Team manager will pay umpire fee.

SCOREKEEPING RESPONSIBILITIES AND INFORMATION

During the season, you may be asked by your team to keep score. This could be either for the Team or Official Scorebook. As the Official Scorekeeper for William S. Hart Pony Baseball & Softball, it is my responsibility to make sure this is as pleasant experience as possible for all involved. Therefore, the league offers you a choice of keeping score yourself or hiring an Official Scorekeeper through the league to keep the Official Book or your Team Book.

If your team is the home team for the game it is the responsibility of the home team to provide a scorekeeper to do the League Official Scorebook. This person will be required to keep score in the official book. You **MUST** be able to properly fill out and prove a scorebook, which includes but is not limited to the following:

- Read the rule book where it applies to the division you are keeping score for
- Tracking balls, strikes, fouls, outs
- Defensive position changes for all players in every inning
- Pitching changes
- Pitch count in leagues where applicable
- Tracking movement of base runners
- Batter results ie. Base hit, strike out etc
- Notifying the umpire when pitch count is reached (in leagues where applicable) See rule book for pitch count.
- Completion of pitching statistics
- Notifying the umpire if minimum play is not met in all leagues and divisions.

If the Official Scorebook is improperly kept, you run the risk of forfeiting that game.

If you would like to learn to keep score, please contact the league scorekeeper and a session will be set up for you.

For those who would like a league scorekeeper – See below:

- The cost will be \$30 per game for both baseball & softball
- A minimum of 48 hours is required to guarantee you a scorekeeper
- **Playoffs – A scorekeeper will be provided by the league automatically Take into account when you budget for your team that you will be splitting the fees during playoffs and are guaranteed 2 games.**
- Contact Gaelynne Gregg at gaelynne55@yahoo.com to request a scorekeeper

For any questions regarding scorekeeping please contact me.

Gaelynne Gregg - Official Scorekeeper Wm S Hart Baseball & Softball

gaelynne55@yahoo.com

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Get updates on Field Status, Schedules, and other important information.

IMPORTANT LINKS



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<https://www.facebook.com/HartPonyBB>

Notes: Get notified on all the important Hart information.



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Notes: Get notified on all the important Hart information.



[https://www.yourgamecam.com/?
facility=williamshartponybaseballandsoftball](https://www.yourgamecam.com/?facility=williamshartponybaseballandsoftball)

Notes: Watch any game, on any field, at any time.



<http://www.hartbaseball.org>

Notes: All the information you need.

HART BASEBALL & SOFTBALL BATTING CAGE RULES

General Rules

- All players, all levels, must wear batting helmets when in the batting cages
- Any pitcher under the age of 18 must also wear a helmet while in the cage.
- 30 minute time limit per team
- Lights may only be used after sunset
- Lights must be shut off after use.
- Livescan badges are mandatory and must be worn when in the cages.
- Metal spikes, sunflower seeds and chewing gum are not permitted.
- A cage may be used by a team on the day of their schedule game or practice (FALL ONLY).
- One team per cage. A team may use more than one cage only if no other team is using or waiting for the cage.
- Teams may use a single cage for no more than 30 minutes on **non-game game days**, only if a cage is available. Non-game teams may only use a cage from 7:00PM to 8:30PM on weeknights. Weekends are NOT available for non-game day teams.

Game Day Rules

- All cages are marked by field (i.e. Pony, Colt, Softball1 etc). There is no batting cage for games on SB3 or Shetland.
- Teams may use the cage marked with the field they will be playing on.
- Home team has the cages first so they are available to prep the field prior to their game.
- Prior to the game,
 - The home team will have the cage 1hr and 15mins prior to game time. The time limit is 30 minutes.
 - The visiting team will have the cages 45 minutes prior to the game time. The time limit is 30 minutes.
- Teams are to report to their assigned playing field 15 minutes prior to game time. Games will start on time.

TEAM ADMINISTRATOR INFORMATION

Here are some general duties and information for team parents. This is presented to make your job easier, but may not contain all of the information or duties you will be responsible for.

Team Roster

- Include parent's names, child's name, home phone number, cell phone number, and email addresses.
- Make sure to note the names and phone numbers of the manager, coaches, and team parent.
- Also, include Hart's email address – www.Hartbaseball.org. Remind your team parents to check this site for rain-out information and for other league information.
- **Managers should keep a copy of a medical release form for all players in case parents are not at a practice.**

Parent Responsibilities

DELEGATE! You will need to assign each family specific duties. The manager should be exempt from these duties. Create a calendar with each practice, game and job assignments so that all families can share in the fun! Get these schedules out early so that everyone can start planning their lives around baseball/softball!

- Dragging the field after the game when you are the visiting team
- Running the score board when you are the visiting team.
- Keeping the team score book when you are the visiting team.
- Chalking the field before the game when you are home team.
- Keeping the official score book when you are the home team as well as the team score book.
- Cleaning your dugout and score booth after each game

Financials

Make sure that everyone is aware of the financial costs for the “extras”. These may include:

- Uniform additions (names on the jerseys, socks, pants)
- Umpire fees
- Batting cages outside of the Hart Complex
- Practice field rentals
- Team party
- Scorekeeping if you do not have a parent volunteer for the official book
- Team equipment (balls)
- Optional spirit wear

Uniforms

- Jerseys and hats are provided by the league. Uniforms are numbered by size: #1 is the smallest and #12 is the largest. **Players should line up by size when the uniforms are handed out.** Uniforms are not assigned by favorite numbers. Occasionally a replacement jersey can be ordered but this will be for only the largest or smallest size. There is also a substantial lead time to get a new jersey.
- All boys are required to wear cups.
- Teams will purchase matching pants, belts and socks.
- Most teams have their names put on their jerseys. **Make sure parents have approved the spelling of the player's name.**

Team Party

The team parent usually plans the team party for the end of the season. Items to consider:

- Party venues fill up quickly in the Santa Clarita Valley.
- It is customary to present the manager and coaches with a small token of appreciation for all of their time and dedication. Make sure you inform parents of the cost of the party and gifts, well in advance.
- Trophies, **except for Shetland and Filly**, are not provided unless you place first or second in your division. Discuss with your manager if you wish to buy trophies for your team.

Picture Day

Make sure your team is aware of the scheduled picture day and time. They need to be there at least 15 to 20 minutes before your scheduled time. We will not wait for late players. It would be a good idea to bring a roster of the team, to make sure that all player's names are spelled correctly. There is no make-up opportunity for your team photo. If a child is not present at picture day, they can have their individual photo taken on a make-up picture day. If the family wants to redo an individual photo, they will need to bring the photos they received with them to make up day. The league provides each child with a team photo packet. If they wish to purchase additional items, they will need to fill out the photo order form at picture day and include payment. Team parents can check the website for information on when the pictures can be picked up in the office. The team parent will pick up the pictures and distribute them to the entire team. Individuals will not be allowed to come to the office to pick up photos.

Team Sponsor

All teams are encouraged to find a team sponsor. In the team packet is additional information on how to sponsor a team. If no one on your team volunteers to be a sponsor, go out to local businesses and find one. It is a lot easier than you think.

HART League Rules

Make sure your parents are familiar with HART rules.

- **No animals are allowed on the complex.** Service animals are allowed with proper papers filed with the canteen.
- No propane heaters of any type.
- No smoking/vaping and no drinking of alcohol.
- Please urge the parents to support the canteen and make food purchases on the complex. The profits from the canteen help to support the league. This helps keep cost down for everyone. This means no snack schedule. If you wish to give all of your team a treat, consider buying it in the canteen!

Volunteer Refund

Each family paid a volunteer fee when they registered. Each family is asked to volunteer one 4 hour shift during spring ball (this is per family, not per player). The most common way to volunteer is to sign up to help in the canteen. This is done electronically through a link on the Hart website under volunteer calendar. There are also opportunities to help out during tryouts, picture day, tournaments and special projects. No one under the age of 18 will be allowed to work in the canteen for the volunteer refund. We do allow students who are completing student service hours to volunteer in the canteen and they must sign up ahead of time and present their paperwork from school at the time of volunteering. When working in the canteen you must have your hair pulled back and wear closed toed shoes. The check for your volunteer fee will be made out only to the person that originally paid the volunteer fee registration.

Interested in earning your FULL registration back?

We are always looking for new board members. Check the HART website for details. The perks are definitely worth it.

Finally, enjoy watching your child play ball. Remember all of your time and effort is greatly appreciated by your team and the league. Thank you for volunteering your time!