

FOR QUESTIONS PLEASE USE CONTACT LIST BELOW

**BEFORE YOU CALL/EMAIL PLEASE SEE
ANSWERS TO FAQs BELOW**

Concession	Dave Harrison	Concessions@LamarLittleLeague.com	832-260-6320
Cap Monogram	Jill Allen	TeamMom@lamarlittleleague.com	281-235-3477
Decals/Sign Orders	Jill Allen	TeamMom@lamarlittleleague.com	281-235-3477
Opening Day	Jill Allen	TeamMom@lamarlittleleague.com	281-235-3477
Pictures	Jill Allen	TeamMom@lamarlittleleague.com	281-235-3477
Silent Auction	Terri Schroeder	taschroe@comcast.net	
Raffle/Sponsorship	Michael Mota	Sponsorship@LamarLittleLeague.com	832-595-5069
Uniforms/Equip.	John Schroeder	UniformsEquip@LamarLittleLeague.com	832-264-7695
Board Members		www.lamarlittleleague.com	

OTHER QUESTIONS PLEASE CONTACT:

Jill Allen TeamMom@lamarlittleleague.com 281-235-3477

ANSWERS TO FAQ's

Concession/Schedule

- Usually not emailed until the week of opening day after game schedules. I will email them as soon as I receive them.
- 2 teams per shift (6 workers total **per team** with at least 2 adults per team)
- Teens for hire are listed on the website.

Game Schedule

- VP's usually email to managers before the week of opening day. Check with your manager.

Opening Day Booth Assignments (only for Tball and Machine A teams)

- We will not know these assignments until the picture and game schedule is emailed, but will email you as soon as possible.

Patches

- Usually in your uniform box. Patches need to be on the left sleeve (per Little League Rules).

Picture Schedule

- Pictures are usually scheduled about one hour before your game time. You will be notified of picture schedule after we receive the game schedules.
- Bring money/forms completely filled out on picture day.
- You will also be notified by email of a retake day.

Raffle Tickets

- If you need extra tickets, contact Michael Mota 832-595-5069 or sponsorship@lamarlittleleague.com.
- Families with more than one player/sibling will only be required to sell one book of tickets.

Trophies

- Usually arrive the end of the last week of play of each division. I know many younger teams like to have parties earlier but this is the earliest we receive them.

Uniforms

- Usually handed out just before opening day (sometimes the day before).
- Coaches are notified and responsible for picking them up and handing them out unless they ask you to do it for them.
- Uniform problems - contact John Schroeder.
- Monogramming on hats – contact Jill Allen.

LAMAR LITTLE LEAGUE TEAM MOMS 2010

Definition of a Team Mom:

Responsible for Assisting the Manager of your team, Parent Liaison and Facilitator of League Activities.

DUTIES INCLUDE:

- 1.) Provide parents with copies of team roster, including player names, parent names, phone numbers (include home, work and cell if available), and addresses. (your team managers has this information).
- 2.) Provide each parent a complete copy of our 2010 General Rules (on our website).
- 3.) Coordinate sales efforts and fund-raiser items at the beginning of the season:
 - Gather items for the silent auction
 - Keep records of number of items distributed to each player
 - Collect money and/or items back from each player/parent
 - Return money and items to Team Mom Coordinator.
 - Encourage players/parents to sell their raffle tickets as this is a major fund-raiser for the league

NOTE: Please collect 1 check instead of cash for easier record keeping. Make all checks payable to LLL.
- 4.) Organize team and individual players photos on Opening Day
 - Remind players/parents of assigned time and location for photos
 - Collect orders and money (keep copies of each order)
 - Pickup photos from Team Mom Coordinator and distribute to parents
- 5.) Assist Manager in calling team to notify of practice/game time and locations, or changes in schedule.
- 6.) Assign parents to work during the team's assigned concession duties and explain duties involved (usually 2-3 times per season). Follow up to make sure your shifts are covered.
- 7.) Assist in handing out Ices after each game (excluding Jr. Division) – **PLAYERS ONLY! Please use the small cups.**
- 8.) Coordinate purchase of Manager/Coach's gifts and organize "End of Season Team Party".

Have Fun!!!

TEAM MOM CHECKLIST

INSTRUCTIONS	DUE DATE	CHECK
1. Copy the following from this book and distribute to parents as soon as possible (inexpensive folders will make it organized):	ASAP	
--Parent Letter (fill in dates first)		
--Team Roster (email a template to coach/team mom for them to fill in and return ASAP to you and person in charge of directory info.)		
--Parade Information		
--Opening Day Festivities		
--Silent Auction		
--Picture Information		
--LLL Handbook and General Rules		
--All order forms in the back pocket		
3. Email Roster to Team Mom Coordinator (should include Manager, Coaches, and Team Mom names and phone numbers; kids and parents' names and phone numbers)	ASAP	
3. Distribute Raffle Ticket Packets to Parents	ASAP	
4. Distribute Picture Packets to Parents	ASAP	
5. Collect sponsor information and check. Each team must have a sponsor. Obtain this information from the coach or from a parent who may be sponsoring and return this information ASAP.	Thursday 02/18/10	
6. Collect from parents ASAP the following:		
--Spirit Ad Orders/Money	Feb. 18 & 19	
--Decal Orders/Money	Feb. 18 & 19	
--Yard Sign Orders/Money	Feb. 18 & 19	
--Cap Monogramming Orders/Money	Feb. 18 & 19	
--Raffle Tickets/Money	March 1 & 3	
7. Assign shifts to parents for Opening Day games (Tball, A, & AA)	TBA	
8. Collect Silent Auction Donation Items	March 1 & 3	
9. Collect Picture Orders/Money	Opening Day Sat. 3/6/10	
10. Assign Concession Duty to Parents	TBA	
11. Distribute Directories	TBA	

TEAM MOM DUE DATES & IMPORTANT INFO

Thurs., Feb 11	Team Mom Meeting – Lamar Umpire Room	6:30 pm
Thurs., Feb. 18 & Fri., Feb 19	ALL DUE (checks payable to LLL): AT LAMAR UMPIRE ROOM Roster and Managers/Coaches/Team Mom Names Sponsor Information/Money Decals Orders/Money Yard Sign Orders/Money Cap Monogramming Orders/Money	5:30-8:00pm
Mon., Mar. 1 & Wed., Mar. 3	RAFFLE MONEY DUE AT LAMAR UMPIRE ROOM	6:00-8:00pm
Mon., Mar. 1 & Wed., Mar. 3	SILENT AUCTION ITEM DROP OFF AT LAMAR UMPIRE ROOM	6:00-8:00pm
Sat., March 6	OPENING DAY PICTURE ORDERS/PAYMENT DUE	

TEAM MOM INFORMATION

Raffle Tickets:

Families with more than one player will only be required to sell one book of tickets. Extra care must be taken by the players to turn in all unsold tickets. Team moms will be responsible for their teams tickets. All ticket stubs, any unsold tickets and money must be turned in at the same time.

Team sponsors: Each manager/team is responsible for attaining their own sponsor. The sponsor will need to provide the information for the team jersey and directory on or before Feb. 19th. **Some team sponsors allow the players' names to be on the jersey in lieu of their company. If this is the case, the team is responsible for paying for the names and you need to let the Board Member in charge of uniforms know by Feb. 19th that you are going to do this.**

IMPORTANT NUMBERS

RAIN-OUT NUMBER
WEBSITE ADDRESS:

713-238-5567
WWW.LAMARLITTLELEAGUE.COM

Dear Parents,

Welcome to the Lamar Little League! Please read this information carefully so you will know what is expected of you as a parent. If we all chip in and work together, we can make this a great season. We have lots to do in the next few weeks and I need your assistance in order to fulfill my obligations as Team Mom in a timely manner.

1. Pictures Pictures will be taken on Opening Day prior to our game. Please complete the order form and return with payment to me by _____. Please make checks payable to William and Mary. Our picture time will be _____.

2. Silent Auction Lamar Little League will host a Silent Auction on Opening Day, Saturday, March 6th. Our team will be donating a theme basket that will consist of _____. Please supply me with one or more items that pertain to our theme by _____.

3. Yard Sign, Window
 Decals, & Cap
 Monogramming The cost of a yard sign is \$25, the cost of a Personalized Baseball Window Decal is \$10, and cap monogramming is \$7. If you want a Personalized Yard Sign or Baseball Window Decal or Cap Monogramming, please turn in the order and money (checks payable to Lamar Little League) to me by _____.

4. Concession
 Stand Duty We will be asked to work the concession stand 2-3 times this season. One of our assigned times may fall during All-Stars or a Select Tournament. An assigned schedule of workers will be distributed to you as soon as possible. If you need to switch responsibilities, please call another team member directly to trade. We encourage all parents to participate in this volunteer area. This can be a fun way to meet new people in the league. If you choose to hire a teen, it is your responsibility to contact them and

pay them directly. A list of workers is available on the website at: www.lamarlittleleague.com NOTE: There must be at least two adults present from your team at all times. IF YOUR TEAM DOES NOT SHOW UP FOR CONCESSION DUTY, YOUR MANAGER WILL BE SUSPENDED.

5. Field Maintenance There will be at least two weekend days that our team will be asked to participate in field maintenance. We will let you know the schedule in the next few weeks.
6. Rainouts You will be notified by phone of any cancellations or rain outs. Please show up as scheduled unless you are called.
7. Fund-raiser Again this year we will have a raffle. Raffle tickets are available in books of 10 and will sell for \$10 per ticket. Each child is asked to sell a minimum of 1 book.
9. Ground Rules Please read the ground rules. This makes it easy for you to understand what we expect from you and your family in participating in the Lamar Little League baseball program.
10. Information Most information can be found on the Lamar Little League website: www.lamarlittleleague.com Please use it.

Thanks in Advance,

Team Mom
Email: _____
Phone # _____

Team Roster

Goes Here

OPENING DAY PARADE INFORMATION

DATE: Saturday, March 6, 2010
TIME: 8:30 a.m. arrive, 9:00 a.m. start
PLACE: See below.

The teams will gather in the parking lot at the corner of 5th and Jackson at 8:30a.m. The parade will proceed at 9:00a.m. The parade route is as follows:

DIRECTIONS:
East on Morton
Left on Second
Right onto Collins which will lead to George Park

Please have a sign that states your team name and division clearly visible for judges.

The winner of the parade will receive a free dinner (location to be announced) for their players, coaches and team mom.

Any questions regarding the parade may be directed to:

Jill Allen at 281-235-3477

OPENING DAY FESTIVITIES

DATE: Saturday, March 6, 2010

TIME: 9:00am – 4:00pm

PLACE: George Park

Lamar Little League will kick off it's 56th season with "Opening Day Festivities". The day will begin with a parade through downtown Richmond, ending at George Park, where various things will be going on throughout the day.

There will be an opening ceremony and all teams will play in exhibition games. Team and individual pictures will also be taken that day, while the Silent Auction will take place from 9 AM till 4 PM. It will be lots of fun for the entire family. Adding to the fun, there will be a few extra activities for the children to enjoy. We will have a fish pond for the little kids, a great big moonwalk and a radar gun set up in one of the batting cages for the kids to test their arm speed. These activities will be run by parent volunteers. Each station requires two (2) adults per shift, and each shift is one hour long. The stations will run from 10:00 AM till 4:00 PM.

Below is the assignment for each station:

T-Ball & AA	Moonwalk - children under 5 yrs
Machine A & AA	Moonwalk - children over 5 yrs

Once the game schedules are released for Opening Day, teams will be assigned to one-hour shifts and the team moms will be notified of their time slots. (This will allow you to plan around game times so that there is no conflict for those parents whose children are playing games.) After notification, team moms please fill out the attached sheet and/or return parent assignments by email or fax.

Thank you in advance for your cooperation in making opening day a success. Please feel free to contact me with any questions you may have.

Jill Allen
TeamMom@lamarlittleleague.com
281-235-3477

SILENT AUCTION

DATE: Saturday - March 6th, 2010

TIME: 9:00am – 4:00pm

PLACE: George Park

Each team is being asked to donate at least one silent auction item for opening day ceremonies. As Team Mom, we would like for you to coordinate this with your team!!

Examples of Silent Auction items are:

Theme Baskets

Sports Items (autographed if possible), tickets, round of golf, etc.

Handmade craft items

Collection date will be **Monday, March 1st & Wednesday, March 3rd** at Lamar Umpire Room from **6:00-8:00pm**. All items must be brought at this scheduled time. Please make sure your item is display ready ...basket items secure...autographed items protected, gift certificates displayed in frames, etc. Items need to be new, not used.

The Silent Auction is a big fundraiser for Lamar Little League; please encourage all of your parents to participate.

Thank You,

Terri Schroeder

Silent Auction Chairperson

taschroe@comcast.net

PICTURES / SCHEDULING

DATE: Saturday - March 6, 2010

TIME: 1 hour before your scheduled game TBA

PLACE: Near the sand volleyball court at George Park
(weather permitting)

- ★ EACH TEAM WILL BE NOTIFIED OF THEIR ASSIGNED TIME FOR PICTURES
- ★ PLEASE MAKE SURE YOUR TEAM STAYS ON SCHEDULE
- ★ ENCOURAGE PARENTS TO MAKE SELECTIONS PRIOR TO PICTURE TIME TO AVOID DELAYS
- ★ NOTE: REORDERS TAKE SEVERAL WEEKS
- ★ EACH TEAM MOM WILL RECEIVE A FREE PICTURE WITH THEIR CHILD
- ★ NEED CORRECT SPELLING OF TEAM SPONSOR
- ★ TEAM MOMS WILL BE NOTIFIED VIA EMAIL WHEN PICTURES ARE READY FOR PICK-UP IN UMPIREMEETING ROOM AT THE PARK
- ★ **IT IS VERY IMPORTANT THAT YOU TAKE YOUR SPONSOR PLAQUE (WHICH YOU WILL RECEIVE WITH YOUR PICTURES) DIRECTLY TO YOUR TEAM SPONSOR**

JILL ALLEN & KAREN MCGRATH
INTERIM PICTURE CHAIRPERSON
TeamMom@LamarLittleLeague.com
281-235-3477

CONCESSION

SCHEDULE

GOES HERE

LLL HANDBOOK & GENERAL RULES

GOES HERE

(you can print these off from the website)