



**2012 Team Mom  
Handbook**

FOR QUESTIONS PLEASE USE CONTACT LIST BELOW

**BEFORE YOU CALL/EMAIL PLEASE SEE  
ANSWERS TO FAQ's BELOW**

Concession	Bruce Palmquist	<a href="mailto:Concessions@LamarLittleLeague.com">Concessions@LamarLittleLeague.com</a>	281-723-7892
Cap Monogram	Betsy Dolan	<a href="mailto:TeamMom@lamarlittleleague.com">TeamMom@lamarlittleleague.com</a>	281-343-9870
Decals/Sign Orders	Betsy Dolan	<a href="mailto:TeamMom@lamarlittleleague.com">TeamMom@lamarlittleleague.com</a>	281-343-9870
Opening Day	Betsy Dolan	<a href="mailto:TeamMom@lamarlittleleague.com">TeamMom@lamarlittleleague.com</a>	281-343-9870
Pictures	Karen McGrath	<a href="mailto:bkmcgrath1@comcast.net">bkmcgrath1@comcast.net</a>	713-907-9363
Silent Auction	Suzi Stanton	<a href="mailto:s.m.stanton1258@gmail.com">s.m.stanton1258@gmail.com</a>	281-745-0115 281-232-7517
Raffle/Sponsorship	Leslie Johnson	<a href="mailto:Sponsorship@LamarLittleLeague.com">Sponsorship@LamarLittleLeague.com</a>	713-725-1782
Uniforms/Equip.	Kenneth Halligan	<a href="mailto:UniformsEquip@LamarLittleLeague.com">UniformsEquip@LamarLittleLeague.com</a>	832-618-6887
Board Members		<a href="http://www.lamarlittleleague.com">www.lamarlittleleague.com</a>	

OTHER QUESTIONS PLEASE CONTACT:

Betsy Dolan      [TeamMom@lamarlittleleague.com](mailto:TeamMom@lamarlittleleague.com)      281-343-9870

**ANSWERS TO FAQ's**

**Concession/Schedule**

- Usually not emailed until the week of opening day. 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 on the Concessions page.

**Game Schedule**

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

**Opening Day Booth Assignments** (only for T-ball 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 Leslie Johnson 713-725-1782 or [sponsorship@lamarlittleleague.com](mailto: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 Kenneth Halligan.
- Monogramming on hats – contact Betsy Dolan.

# LAMAR LITTLE LEAGUE TEAM MOMS 2012

## 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.) Direct each parent to read the 2012 General Rules (on the LLL 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 Icees 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 <b>as soon as possible</b> (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.	ASAP	
6. Collect from parents ASAP the following:		
--Spirit Ad Orders/Money	March 3	
--Decal Orders/Money	Feb. 18, 19, 20	
--Yard Sign Orders/Money	Feb. 18, 19,20	
--Cap Monogramming Orders/Money	Feb. 18, 19, 20	
--Raffle Tickets/Money	March 1	
7. Assign shifts to parents for Opening Day games ( <b>T-ball, A, &amp; AA</b> )	TBA	
8. Collect Silent Auction Donation Items	TBA	
9. Collect Picture Orders/Money	Opening Day Sat. 3/3/12	
10. Assign Concession Duty to Parents	TBA	
11. Distribute Directories	TBA	

# TEAM MOM DUE DATES & IMPORTANT INFO

Sun., Feb 12	Team Mom Meeting – Lamar Umpire Room 2:00 pm (T-ball, Machine A, Varsity, Major Divisions)	
Wed., Feb 15	Team Mom Meeting – Lamar Umpire Room 6:00 pm (Minor, Machine AAA, & Machine AA)	
Monday, Feb 20	ALL DUE AT LAMAR UMPIRE ROOM, 6 p.m. – 7 p.m. Decals Orders/Money Yard Sign Orders/Money Cap Monogramming Orders/Money	
March 1	RAFFLE MONEY DUE AT LAMAR UMPIRE ROOM	TBA
TBA	SILENT AUCTION ITEM DROP OFF AT LAMAR UMPIRE ROOM	TBA
Sat., March 3	OPENING DAY PICTURE ORDERS/PAYMENT DUE SPONSORSHIP & DIRECTORY INFO	TBA

## 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. 18<sup>th</sup>. **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. 18<sup>th</sup> that you are going to do this.**

## IMPORTANT NUMBERS

RAIN-OUT NUMBER  
WEBSITE ADDRESS:

713-238-5567  
[WWW.LAMARLITTLELEAGUE.COM](http://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 3rd. 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](http://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](http://www.lamarlittleleague.com) Please use it.

Thanks in Advance,

\_\_\_\_\_  
Team Mom  
Email: \_\_\_\_\_  
Phone # \_\_\_\_\_

# OPENING DAY PARADE INFORMATION

**DATE:** Saturday, March 3, 2012  
**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 5<sup>th</sup> 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.

Any questions regarding the parade may be directed

to: Betsy Dolan at 281-343-9870

# OPENING DAY FESTIVITIES

**DATE:** Saturday, March 3, 2012

**TIME:** 9:00am – 4:00pm

**PLACE:** George Park

Lamar Little League will kick off its 57<sup>th</sup> 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 their first game. Team and individual pictures will also be taken that day, while the Silent Auction and bounce houses will take place from 9 AM till 4 PM. The bounce houses 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 9:00 AM till 4:00 PM.

Below is the assignment for each station:

T-Ball & AA

Moonwalk - children under 5 yrs

Machine A

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.

TeamMom@lamarlittleleague.com

281-343-9870

# SILENT AUCTION

**DATE: Saturday - March 3, 2012**

**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

The collection date will be March 1. Time TBA. 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,  
Suzi Stanton  
Silent Auction Chairperson  
[s.m.stanton1258@gmail.com](mailto:s.m.stanton1258@gmail.com)  
281-745-0115/281-232-7517

# PICTURES / SCHEDULING

**DATE:** Saturday - March 3, 2012

**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**

KAREN MCGRATH  
PICTURE CHAIRPERSON  
[bkmcgrath1@comcast.net](mailto:bkmcgrath1@comcast.net)

## 2012 Board of Directors

Position	Name	Email	Phone
President	Scott Schultz	<a href="mailto:President@LamarLittleLeague.com">President@LamarLittleLeague.com</a>	281-384-066
Vice President of Operations	Greg Imhoff	<a href="mailto:VPOperations@LamarLittleLeague.com">VPOperations@LamarLittleLeague.com</a>	713-737-558
Secretary	Carlos Leon	<a href="mailto:Secretary@LamarLittleLeague.com">Secretary@LamarLittleLeague.com</a>	281-650-127
Information Officer	Rick Dunlap	<a href="mailto:InformationOfficer@LamarLittleLeague.com">InformationOfficer@LamarLittleLeague.com</a>	832 264-053
Treasurer	Russell Orsak	<a href="mailto:Treasurer@LamarLittleLeague.com">Treasurer@LamarLittleLeague.com</a>	713 444-309
Player Agent 1, T-ball & Machine	Mike Mota	<a href="mailto:PlayerAgent1@LamarLittleLeague.com">PlayerAgent1@LamarLittleLeague.com</a>	832-595-506
Player Agent 2, Minors & Varsity	John Schroeder	<a href="mailto:PlayerAgent2@LamarLittleLeague.com">PlayerAgent2@LamarLittleLeague.com</a>	832-264-769
Player Agent 3, Majors & Juniors	Michael Pike	<a href="mailto:PlayerAgent3@LamarLittleLeague.com">PlayerAgent3@LamarLittleLeague.com</a>	832-640-411
Umpire In Chief	Donald Hughes	<a href="mailto:UmpireInChief@LamarLittleLeague.com">UmpireInChief@LamarLittleLeague.com</a>	281 948-204
VP, Sponsorship & Fund Raising	Leslie Johnson	<a href="mailto:Sponsorship@LamarLittleLeague.com">Sponsorship@LamarLittleLeague.com</a>	713-725-178
VP, Uniforms & Equipment	Kenneth Halligan	<a href="mailto:UniformsEquip@LamarLittleLeague.com">UniformsEquip@LamarLittleLeague.com</a>	832-618-688
Safety Officer	Julius Zatopek	<a href="mailto:VPSafety@LamarLittleLeague.com">VPSafety@LamarLittleLeague.com</a>	281-830-237
VP, Player & Coach Development	Jack Dever	<a href="mailto:PlayerDevelopment@LamarLittleLeague.com">PlayerDevelopment@LamarLittleLeague.com</a>	713 344-330
VP, Tee Ball Division	Chad Watassek	<a href="mailto:VPTeeBall@LamarLittleLeague.com">VPTeeBall@LamarLittleLeague.com</a>	713-822-444
VP, Machine A	James Burger	<a href="mailto:VPMachineA@LamarLittleLeague.com">VPMachineA@LamarLittleLeague.com</a>	713-204-323
VP, Machine AA	John Scarborough	<a href="mailto:VPMachineAA@LamarLittleLeague.com">VPMachineAA@LamarLittleLeague.com</a>	832-654-504
VP, Machine AAA	Cam Thutchley	<a href="mailto:VPMachineAAA@LamarLittleLeague.com">VPMachineAAA@LamarLittleLeague.com</a>	281-380-132
VP, Minor Division	Hector Flores	<a href="mailto:VPMinor@LamarLittleLeague.com">VPMinor@LamarLittleLeague.com</a>	713-458-898
VP, Varsity Division	Rob Sosnowski	<a href="mailto:VPVarsity@LamarLittleLeague.com">VPVarsity@LamarLittleLeague.com</a>	832-277-133
VP, Major Division	Jeff Galvan	<a href="mailto:VPMajor@LamarLittleLeague.com">VPMajor@LamarLittleLeague.com</a>	713-907-528
VP, Junior & Senior Divisions	Julius Zatopek	<a href="mailto:VPJuniorSenior@LamarLittleLeague.com">VPJuniorSenior@LamarLittleLeague.com</a>	281-830-237
Concessions	Bruce Palmquist	<a href="mailto:Concessions@LamarLittleLeague.com">Concessions@LamarLittleLeague.com</a>	281 723-789
Field Maintenance	Greg Albright	<a href="mailto:FieldMaint@LamarLittleLeague.com">FieldMaint@LamarLittleLeague.com</a>	713-545-145
<b><u>Non-Board Positions:</u></b>			
Team Mom Coordinator	Betsy Dolan	<a href="mailto:TeamMom@LamarLittleLeague.com">TeamMom@LamarLittleLeague.com</a>	281-343-987
Picture Coordinator	Karen McGrath	<a href="mailto:bkmcgrath1@comcast.net">bkmcgrath1@comcast.net</a>	713 907-936
Silent Auction Coordinator	Suzi Stanton	<a href="mailto:s.m.stanton1258@gmail.com">s.m.stanton1258@gmail.com</a>	281-745-011 281-232-751
Field Scheduling	Jim Goble	<a href="mailto:TournamentDirector@LamarLittleLeague.com">TournamentDirector@LamarLittleLeague.com</a>	832-451-891

