



INTRODUCTORY EMAIL TO PARENTS / PLAYERS

Dear Parents & Players:

Please take a moment to reply to this email so I know you have received it.

For returning players, welcome to another season of softball! For new players, we are excited to have you on our team! We are excited to meet you all once our season begins. We look forward to seeing our players grow, develop and enjoy the game of softball as the season progresses.

Coaching Staff:

My name is *(insert name)* and I will be the head coach. (Insert a few sentences about your coaching background). *(insert name)* will be my assistant coach. *(insert name)* will be our manager. *(Insert manager's name)* will help coordinate team activities

Communications:

The Coaching Staff will be communicating mainly through email on a regular basis to keep everyone informed. We will use the emails that were provided when you register your child so if you wish to add another email address, please let our manager know.

Practices and Games:

- Our practices will be held on *(insert day of week)* at *(insert practice times)* at *(insert diamond or facility name)*. You can find directions to all the diamonds on our association website at *(insert website)*.
- Our home games will be at *(insert diamond or facility name)*.
- The first practice is *(insert date and time)*.
- The first game is *(insert date and time)*. Our complete league schedule will be sent to us in the next couple of weeks. Once we have our schedule, *(Insert manager's name)* will be emailing it out to all of you. The game schedule will also be posted on our team page on the *(insert association's website)*.
- Please arrive at least 30 minutes before games and 15 minutes before practices. We will set up a snack schedule (oranges and juice boxes) and ask that each family sign up.
- It is important that you let us know if your child will not be able to attend a practice or game as soon as you know so we can plan accordingly.

Bad Weather:

If there is rain or bad weather on practices or game days, please check your email one (1) hour before the scheduled time for the game or practice for cancellation notifications. Also visit the *(insert Association's web site address)* for field status information. If the association or league closes the fields, all games and practices at that field are cancelled for the day. We DO play and practice in the rain, provided conditions are safe for our players!

Uniforms:

The association will provide each player with a team jersey, practice T-shirt, socks and a hat/visor. These will be handed out at the first practice. Parents must purchase black softball pants. Please note that if the weather is cold, any sweatshirts or jackets must be worn under the team jersey or T-shirt. Hoods must be tucked in.



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Equipment

- Please put your child's name on their water bottle, glove, bat, face mask and helmet to ensure there is no mix up with the other players' equipment or if an item is left behind we know to whom the item belongs.
- No earrings, jewelry (including pierced ears with tape) or casts of any kind other than medical or religious items can be worn to practices and games.
- Rubber softball cleats are optional but recommended.
- Water: Players should bring their own water to practices and games.
- Bug spray: Players should bring their bug spray to practices and games.
- Players are responsible to have their own helmets with a face cage and chin straps.

Spectator and Player Responsibilities:

- Players and spectators are asked to clean up any trash before leaving the field.
- Please keep pets on leashes and away from the sidelines. You may know that your pet is very friendly but many children are afraid of animals. As well, pets on the sidelines can be a distraction.
- Parents are not allowed behind the bench during a game.
- There is an unanimous opinion among coaching experts that parents yelling advice to their children during games inhibits the learning experience of the child. Please do not coach your child or anyone else's from the sidelines.
- Cheer loudly for our team. Ensure your cheering is positive support. Do not cheer against the other team or the umpires! Under no circumstance shall parents and players yell at an umpire!
- If an umpire asks you to change anything about your equipment or uniform, please do so as it is for your own and everyone else's safety.

Team Roster:

Attached is the team roster including contact information. Please make sure to review the information and if you have any changes to your contact details or your child's medical history, such as allergies, please make the necessary changes, and email the updates to *(insert manager's name)* at *(insert manager's email address)*.

Remember that throughout the softball season, our collective goal as coaches and parents is to promote and develop team spirit, softball skills and good sportsmanship in an enjoyable and safe learning environment for our players. The coaching staff is looking forward to a fun and exciting season.

Thank you in advance for your assistance and support throughout the season. Please do not hesitate to contact me should you have any questions or concerns.

Regards,

(Insert Head Coach's Name)

(Insert Head Coach's Phone Number)

(Insert Head Coach's Email Address)

(Insert Assistant Coach's Name)

(Insert Assistant Coach's Phone Number)

(Insert Assistant Coach's Email Address)

(Insert Manager's Name)

(Insert Manager's Phone Number)

(Insert Manager's Email Address)