PLANO BASEBALL ASSOCIATION
"Molding Minds, Making Memories"

COACHES CHECKLIST-SPRING 2012

(To be completed prior to the start of each season)

Print Page 3 to use as your Check-Off Sheet

- Register your team and Head Coach with PBA: Team names are issued on a first come, first serve basis each season. To reserve your team name go to Registration and select **Team Registration.** If you choose a name other than a major or minor league team, select "A Custom Team Name - E-mail PBA team name/color" from the pull down menu, then email PBA and we will update your team name.

- Determine if Open or Closed Roster: An **OPEN** roster is for those teams that have less than 13 players and authorize PBA to assign players to their team (up to 15 players). A **CLOSED** roster is for those teams with 7 or more players on their roster that will recruit up to 13 players, pay a team fee, and do not require assistance from PBA to fill their team. (14th and 15th players will pay the individual registration fee.) INFORM your parents if will have an Open or Closed roster. If you choose to have a CLOSED roster, go to **Coaches/Manage Your Team** to uncheck the option that states "Will Allow Office to Assign Players."

- Coach's Registration/Code of Conduct: These are required for the head and all assistant coaches. The registration and Code of Conduct form for Head coaches is now part of the Team Registration process. Assistant coaches, team moms, team photographers, etc. must register by selecting the Registration tab and then Assist Coach Registration on the PBA home page. Accept your Asst. Coaches to your team registration in Coaches/Manage Your Team. This will allow them access to your team information.

- Coach's Badge: PBA requires all coaches, assistant coaches, managers, team moms and photographers who are in the dugout or on the field during a game to **wear** a PBA supplied badge. (If you or one of your assistants does not have their badge with them, they are **not** allowed in the dugout or on the field.) Pictures are taken at the PBA office during regular business hours or by sending a picture in "jpeg" form to customerservice@planobaseball.org and are issued upon completion of a background check. They will be distributed at the coaches meetings. New badges are required every spring and are valid for the Spring and Fall season of that year. A replacement will incur a $5 fee.

- Uniforms: PBA supplies uniforms for all Recreational teams. (Competitive teams may order uniforms for an **additional fee**.) We will order uniforms when a team has at least **10 players registered and paid or the team fee has been paid in full**. (**Closed roster teams NOT ordering uniforms will receive a team discount--contact PBA for details**.) When you register your team, **check "Number Uniforms" only if you want consecutive numbers on the uniforms**. For **special numbers**, (*no extra charge*) the coach must complete the "**Special Numbers Request Form**." (Go to the "Coaches" tab and click on "Information." The form is listed below "Coaches Packet.") Open the form, enter the players' names, requested number and jersey size; then save the form and **send it as an email attachment directly to our supplier**--the email address is on the form. It is important that you match each player's jersey size with the size submitted when they registered. You can see those sizes when you go to "Manager Your Team" and click on "Official Roster." Duplicate numbers are not permitted. PBA can only order major and minor league replicas or blank jerseys and does not order specialty uniforms. If you choose a team name other than a major or minor league team, PBA can order blank jerseys and hats from our vendor; you contact them regarding the artwork and pay them directly for any additional costs. If you choose a specialty team name and do not have a full roster, you must provide uniforms for those players added through open sign ups at no additional expense to those players. **Uniform refunds are not available.**

- Submit Team Roster: Go to **Coaches/Manage Your Team/Coach's Roster** to enter your roster. When completed, please send an email to PBA at customerservice@planobaseball.org with "Completed Roster" in the subject line to inform us the team roster has been completed.

- Team Payments for Closed Rosters: Team fee must be paid in full before close of business on the last day of registration or your team will not be included on the game schedule. (Check dates applicable to your league.) Once the team fee is paid, and we have marked your players as paid you can go to **Coaches/Manage Your Team** to "accept" them.

- Players' Registration: Instruct players to register individually online under **Registration/Player Registration** in order to be eligible to play. **Closed roster** coaches must instruct parents to register but click back to the Home Page at the payment page. They will pay the coach and the coach will submit the team fee to PBA.

- Players' Payments for Open Rosters: Registration fee must be paid before close of business on the last day of registration in order to be eligible to play.

- Accept Your Players: Go to **Coaches/Manage Your Team/Requested Players**. Once the players have registered and payment has been made and posted, you can accept your players.

- Catcher's Gear: Is offered to each team for a $10 fee at the time of pick-up. It includes a catcher's mitt, chest protector, shin guards, helmet and bag (tees are also available). A $150 deposit is required by credit card or check which will be returned when equipment is turned in at the end of the season. Gear may be picked up at the PBA office. Check the website for pick-up dates. (Deposit processed if gear not returned.)

- League Advancement Forms: For those players "playing up," form must be completed and submitted before the registration deadline. Playing up 2 years requires approval from PBA president. **Click here** to print form.

- Team Blackout Dates: Must be submitted by **REGISTRATION DEADLINE**. Go to **Coaches/Manage Your Team/Blackouts**. Coaches are responsible for checking with parents and Independent School District websites (i.e. **www.pisd.edu)** for major school activities, including TAKS tests, camps, band/orchestra/choir events, holidays, etc. Check with your parents concerning religious holidays and other sport conflicts. Once schedules are completed, PBA **will not** make changes due to player conflicts.

- Schedule Pick-up Meeting: The dates will be posted on the PBA website under **Calendar**. It is **mandatory** that a coach or representative from every team attend to receive your team schedule. Any requests for scheduling adjustments must be made immediately following the meeting. **Once schedules are posted any changes must be made through your League Director and with the consent of the opposing coach.**

- Parent and Player Code of Conduct Forms: These forms are provided for you and are located on the PBA website under the Player tab. **Click here** for Players' Code. **Click here** for Parents' Code.

FAILURE TO COMPLY WITH THE REGISTRATION GUIDELINES AND DEADLINES MAY RESULT IN YOUR TEAM BEING INELIGIBLE TO PLAY

PBA CONTACT INFORMATION

General Information	customerservice@planobaseball.org
Game Schedules/Practice Field Reservations	pbagamescheduler@planobaseball.org
Equipment/Field Maintenance	tournamentdirector@planobaseball.org
Team Assignments/Umpire Schedules	kristir@planobaseball.org
Uniforms	kathyl@planobaseball.org

Plano Baseball Association - 2301 N. Central Expressway, Suite 138 - Plano, Texas 75075
Phone: 972-517-5800 - Fax: 972-517-5700 - www.planobaseball.org

COACHES CHECKLIST

(To be completed prior to the start of each season)

- Register your Team and Head Coach with PBA (Use **LEGAL** name)
- Determine if Opened or Closed Roster and Notify Parents
- Instruct Assistant Coaches to register
- Accept Assistant Coaches (Manage Your Team)
- Email "jpeg" Picture for Coach's Badge (Instruct Assistants to send picture)
- Complete Uniform Process – Have parents confirm jersey sizes before PBA orders uniforms. If using special numbers submit Special Number Request Form. (Only **registered** players receive uniforms.) Call the PBA office to purchase your "Coaches Package."
- Submit Team Roster (Through Manage Your Team)
- Collect Registration Payment from Parents (Closed roster teams only)
- Make Team Payment to PBA (Closed roster teams only.) Note: **If you choose to have your players pay individually online, <u>no discounts</u> will be given and the team fee amount for 13 players must be met.**
- Instruct Players to Register
- Verify that Players have Paid (Open Roster teams only)
- Confirm and Accept Players
- Pick Up Catcher's Gear
- Submit League Advancement Forms
- Submit Team Blackout Dates – Contact PBA if more Blackout dates are needed. (Additional fees may be applied for games canceled by a coach.) Instruct parents to notify you of any days their player will be unable to play due to conflicts such as school events, religious holidays, vacations, etc.
- Attend Mandatory Schedule Pick-up Meeting
- Collect your Signed Copies of Parent and Player Code of Conduct Forms
- Have a wonderful season!

Revised 11/28/2011