

COACHES CHECKLIST:

Thank you for volunteering!

Things that need to be completed.

1. **MANDATORY COACHES REGISTRATION:** If you haven't already, please register to coach online at www.destrehanboosterclub.com so we can get your information. If you have selected an assistant coach, please also have that person register and let me know ASAP so we can get him/her a coach's shirt.
2. **MANDATORY BACKGROUND CHECK:** The St. Charles Parish Parks and Recreation Department requires that all coaches complete a background check every two years for the safety of our children. If you have not done this yet, please go to our website and click on Coaches Corner to get to the
3. **COACH SHIRTS:** The boosterclub provides for two coaches shirts. If you have more than one assistant, then they will have to pay for their own shirt. The cost is \$20 per shirt. If you do not need a shirt, please let me know ASAP.
4. **UNIFORMS:** We are ordering uniforms ASAP. **Please confirm all player sizes immediately. PLEASE SEND ONLY CHANGES TO EMAIL, NO ROSTERS.** If you have no changes, please respond no changes. This is a very important step to assure there are no uniform issues.
5. **PRACTICE AND GAME INFORMATION:**
 - a) **Ages 5-6 and 7-8 (Boys and Girls)** you can practice at the Ormond Park, Harry Hurst, or Red Church Fields. To schedule your practice times, please contact Roy at roy@allstarpremierhomes.com.
 - b) **Ages 9 and up** you will practice at the East and Westbank Bridge Parks. You must contact the recreation department every Thursday starting at 9:00am to schedule for the following week. Practices are scheduled at first come, first serve. Their number is 985-783-5090.
6. **PLAYER CONTACT:** Once you have scheduled your first practice, please contact ALL players as soon as possible. The first contact can be made through email or phone call with the information listed on the roster. **NOTE* If you send an email, please make sure you have heard back from everyone! It is NOT**

likely everyone received the email, so you may have to make calls to insure you have informed everyone about practice.

7. **TEAM COMMUNICATION:** Setting up communication: It is important to find the easiest way to get information about your team to parents. A few ways to do that is as follows:
 - a. You can set up 1 or 2 group texts up to 10 people. Some people cannot send to more than 10 people, so it is not recommended to have more than 10 people in a group.
 - b. You can set up a group on an app. **We recommend Group Me.** It is super easy, and everyone can use it. You would just need to talk to parents about downloading the app and accepting the group.
 - c. You can set up an email group. Just be aware that some people may not check their emails as often as their text messages.

8. **GAME SCHEDULE:** Can check on game schedule through the recreation department website:
 - a. <http://stcharlesgov.ezleagues.ezfacility.com/leagues.aspx>

9. **EQUIPMENT:** Can call recreation department to get practice equipment such as balls, catchers gear, and tee. 985-783-5090

10. **SETTING UP SCRIMMAGES:** If you would like the numbers to other coaches in your age group, please let me know.

11. **SPONSORSHIP:** The Booster Club raises its own money for equipment, trophies, improvements to the fields, coaches' shirts, and other things to help the children of Destrehan. We are not an extension of the St. Charles Parish Recreation; therefore, we do not receive any other money than registration fees to buy uniforms. With that said, we do two things to raise money during the baseball/softball season.
 - a. First, we ask that all Destrehan teams find a Jersey Sponsor. This is a \$250 sponsorship to have the company name printed on the back of the team's jersey. **{If a team can not find sponsor, you can raise money or each player can pay \$25 to put team name or individual names on back.}** We ask that you please get that into us as soon as you can so we can order uniforms as soon as possible. Go to our website and print the form. Can either mail in the form with the check or drop off to your

coordinator. We also accept Venmo and emailed forms. Speak to your coordinator about what is easiest for you.

- b. Second, we offer seasonal sponsors on our new LED sign. We post the company Logo, up to 8 sponsors, on our rotating screen throughout the season for 4 months. The cost is \$250.00. We ask that you mention this to your parents in case any are business owners and would like to be a sponsor.
12. **POSSIBLE COACHES MEETING:** The recreation department will have a Coaches Meeting to go over all rules and procedures for your age group. It is highly suggested that you write down questions prior to this meeting and ask as many of them as possible to make sure that all coaches in your age group are on the same page as far as the rules. Also, it is suggested to write down any responses you get back from the recreation department in case you have any problems with the umpires.
13. **MANDATORY DBC COACH GROUP:** From this point on, your phone number will be added to our Coach Group on the app GroupMe. **You are responsible for getting this app to stay up to date** on all information, including schedule changes and uniform information. You must download the app, or you will not receive all the information that comes through on the group.
14. **ALLSTAR INFORMATION:** If you are interested in putting your name in to coach All Stars for the parish, you must do that now! Go visit the recreation department to submit your application ASAP.
15. **ADDITIONAL INFORMATION:** As many already know, the Destrehan Booster Club is composed of volunteers who work hand and hand with the recreation department to give the children of Destrehan opportunities to play. Our responsibilities include creating teams and ordering uniforms. We also volunteer our time to raise money to provide nice facilities, equipment, awards, coaches shirts and sometimes ceremonies. We also volunteer our time to provide team photographers and online stores. We are not paid by any entity, nor are we a subdivision of any entity. As of now, we are 2 volunteers that do our very best to make sure the children of Destrehan have opportunities to thrive in sports. All current members of the booster club have multiple children that play sports and full-time jobs. With that said, we need a few more coordinators to help us along the way. We are looking for someone to coordinate our online store, someone to coordinate fundraisers, and an additional someone to coordinate coaches. We would like to point out that the more help we have, the better the booster club

can be. Come, be a part of something great for the community! If interested contact Nicole at destrehanboosterclub@gmail.com. Thank you for your consideration.

Thank you again for volunteering with us. As volunteers ourselves we understand what it takes to make the children of Destrehan successful. We sincerely appreciate your time and effort that you are donating this year. Hope you have a wonderful season and good luck!