



Mount Paran North Sports Ministry  
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On behalf of everyone at Mount Paran, we would like to thank you for volunteering your time and effort to the Mount Paran Sports Ministry. The position of Team Coordinator is just as important as coaches and we hope you will enjoy this experience.

Communication is the key ingredient to a successful season and that is where you fit in. We feel there is no such thing as too much information. Therefore, we have created this handbook to help you get started.

Please take time to read through all the material and know that we are always available to answer any questions you may have.

Once again, thank you! It is people like you that make a difference in the lives of children!

God Bless You!

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## PARENT INFORMATION PACKETS

The most time consuming and important project you will have as Team Coordinator will be preparing the Parent Information Packets for each family. The following guidelines will help you complete the enclosed forms, which you will then copy and distribute to each family.

We suggest you set up a Parent Meeting during one of the first practices to go over all the information with them. This will be especially important to Shetland parents or others that have never played baseball here before. It is our hope that you will make all new families feel welcome. We are not just a park, we are a ministry...and we want everyone to know they are loved as part of God's family.

Each family should receive the following forms:

1. **Team Roster** (be sure to include the rainout number and website on the roster)
2. **Season Schedule** (Please include set practice days and times. If you don't have this, please ask your coach).
3. **Parent Responsibility Sheet** (Each family should receive their assigned duties with dates and times) which will include:
  - a. Concession stand assignment
  - b. Team Snack Schedule
  - c. Dugout/Field Maintenance Responsibility Schedule  
Home team will rake field after final game / Visitor team cleans dugouts, pulls bases and puts plugs in anchors.
  - d. Trash Pickup Schedule)
  - e. Scoreboard (Visitors) /Scorebook (Home) Responsibility Schedule
  - f. Bathroom Cleaning Schedule
4. **Team Picture Schedule**

Please take extra copies of the packets with you in case someone misplaces one. Also, remember divorced situations and check to see if both parents should be informed of all communication.

**EMAIL** – The quickest and easiest way to communicate is through email. Please verify the email address that we have provided. Verify that email is the best way of communicating with the family.



Name: \_\_\_\_\_  
PARENT RESPONSIBILITY SHEET  
Picture Day/time \_\_\_\_\_

Parents, thank you for being involved in Mount Paran Sports Ministry! Your participation is essential for the park to run efficiently and keep registration fees down. If you are unable to complete one of your assignments please try to swap with a parent on your team, especially for concession stand duty. If you are unable to reschedule your assigned concession stand duty the Sports Ministry office will hire someone to work your shift for a fee of **\$25.00 per session**. The request must be made directly with the Sports Ministry office either by email or phone call. [chris@mtparan.com](mailto:chris@mtparan.com) – 678-285-3244 or [lisab@mtparan.com](mailto:lisab@mtparan.com) - 678-285-3238

Team Snack/Bathrooms/Trash _____	Scoreboard (visiting team) _____
Dugout Supervision/ Field Maintenance _____	Scorebook (home team) _____
Concession Stand Duty _____	Time _____

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#### TEAM SNACKS -

Team snacks should be purchased at the concession stand for \$1.25 per player. The cost includes a snack and a drink. This is a fundraiser for our park.

#### DUGOUT SUPERVISION -

- Help supervise all players in the dugout.
- Keep players in batting order, making sure the next two batters have helmets on and are ready to bat.
- Help catchers get all equipment on before taking the field each inning.

#### FIELD MAINTENANCE -

##### \*First Practice OR First Game of the Day:

Make sure bases are taken out of storage are put out and base anchor plugs are put in storage.

##### \* Last Practice OR Last Game of the Day:

- Home team**-Rake low spots at home plate, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>. Turn rake upside down, push dirt from outer area to low spot (where batter stands, and where players slide into bases). Turn rake over and smooth out.
- Sweep brick dust off of grass back into dirt. This should be done everywhere that grass and dirt meet (pitcher mound, home plate, and infield).

#### \*\*SCOREBOARD/SCOREBOOK -

- Home team** - scorebook
- Visitor team** - scoreboard (last game of day please make sure the score brain is put in storage where bases are kept.)
- Mount Paran North teams will always be responsible for the scoreboard for Interlocking games.

#### BATHROOMS -

Help maintain a clean bathroom area by light cleaning of bathrooms after each game. Make sure toilet paper is stocked and trash is picked up from the floor. Gloves and cleaning equipment will be on shelf outside of bathrooms.

#### TRASH -

**Visitors**-After your game, please pick up all trash in your dugout and around your bleachers.

\*\* Scoreboard brains are stored in bins located either under the score stand, in the storage behind Shetland field, or by the bathrooms (big field). Staff will try to get them out and ready. However, if they are not out please get the brain and plug it up for use. **When the last game of the day is over, it is the visiting team responsibility to unplug the brain, place it back in place located either under the score stand, in the storage behind Shetland field, or beside the bathrooms. Mount Paran is always home team for interlocking games.**



## WORKING THE CONCESSION STAND

Working the concession stand is generally an “on the job” training process. It’s not hard but there are lots of areas to cover. Encourage your parents to have fun and get to know their co-workers while serving the food, drinks and candy.

1. **CHECK IN** - A schedule will be posted on the door. Please sign in next to your name once you begin work
2. **Always keep** an eye on the drink cooler and restock all items as necessary.
3. **No children will be allowed in concessions stand.** It is a very busy place; therefore, we request this for their safety and our liability. Please make sure all parents understand this request.
4. **TEAM SNACKS:** The cost is \$1.25 per player, which includes a snack and a drink. Each team must purchase for the total number players.

**These are basic guidelines. A more detailed list will be posted in the concession stand.**



## CONCESSION STAND

1. Team parent will give a concession schedule to each parent along with the attached "working the Concession Stand" guideline sheet.
2. Team parent should communicate clearly with all parents so they know they **must** work in the concession stand. It is not optional. This is one of the ways we are able to keep registration costs down. The concession stand schedule is set by the office and is not to be changed.
3. Parents will be charged \$75.00 for not showing up at their scheduled time. **PARENTS CAN NOT MAKE THEIR OWN ARRANGEMENTS OUTSIDE OF TRADING WITH ANOTHER PARENT IN THE PARK.** If a parent can not find another parent to trade dates/times from the park then they can email the Sports Ministry department to hire a replacement.

Working the concession stand or rescheduling with another parent is the sole responsibility of each family. If a family has conflicts and is unable to reschedule, they need to email or call the Sports Ministry department. [chris@mtparan.com](mailto:chris@mtparan.com) – 678-285-3244 or [lisab@mtparan.com](mailto:lisab@mtparan.com) - 678-285-3238

The Sports Ministry department has an approved list of people that we will hire from to work the concession stand for parents needing this service.



## UNIFORMS

### SHETLAND/PINTO/MUSTANG/BRONCO/PONY AND COLT

**JERSEYS/HATS/SOCKS** will be delivered before opening day. You will receive an email when they are here and available for pickup.

Lettering for hats – must be last name only

1. Emily Schobloher (show blur) – 770-424-8786
2. Elite Sports – 678-903-0024 (fundraiser for the park if you go here)

**PANTS** – Discuss with your coach if he prefers a particular color of pants to match with the uniforms. We will then send you to a retailer to get sized and ordered or we can order the pants for you. If purchased at Elite Sports this would be a fundraiser for the park.

**CLEATS** – Rubber-soled cleats are not required to play baseball at Mount Paran Sports but are encouraged. Metal-spiked cleats are allowed for the Pony and Colt League Players only.

**ATHLETIC CUPS** – P.O.N.Y. organization rules require all players in Pinto, Mustang, Bronco, Pony and Colt levels to wear an athletic cup at all times during play. This is not required for Shetland players.

**EQUIPMENT** – All players are required to have their own glove. Mount Paran will provide batting helmets, bats, balls and catcher's equipment for each team. Please make sure all players have their own equipment labeled with name and phone number. The lost and found is located in the concession stand. Any items that are not claimed by the end of the season will be donated to charity.



## PICTURE DAY AND FUNDRAISING

**TEAM PICTURES** – All individual and team pictures are scheduled for Saturday, March 13 in the Gym. Teams will need to arrive 30 minutes prior to game time. Please check the attached schedule for your team's pictures time. **Pictures will be taken rain or shine.**

Payment may be made at picture time by check or you may wait to order on-line using a credit card.

Pictures will be mailed directly to you.