



# Team Mom CHECKLIST

- **Attend Team Mom Meeting & Get Info About:**
  - Game schedules
  - Uniforms
  - Pictures
  - Expectations
  - Events
  - Fundraisers
  - Concession stand duty
  - Park Rules & Regulations
  
- **Gather Player Contact Information & Set Up Communication For All Team Player Families:**
  - Jersey number
  - Player names
  - Parent names
  - Email addresses
  - Phone numbers

The SportsEngine app has a spot for messages. Some of our teams also use the app GroupMe. If you decide to use a different app other than SportsEngine, an executive board member (preferably Sheri) needs to be added to the chat.
  
- **Send Out Welcome Messages To Player's Families. Include Info About:**
  - Uniforms
  - Pictures
  - Fundraisers
  - Opening Ceremony
  - Finding a Scorekeeping
  - Concession stand duty (Recommend Assigning Concessions in Alphabetical Order)
  
- **Duties For You Throughout The Season:**
  - Proper communication to parents.
  - Receipting ALL monies collected for team related items (ie: parent jerseys, fundraisers, etc)
  - Uniform money goes to Sheri ONLY
  - All other monies collected will need to go through Team Mom Director unless otherwise stated.
  - Maintain park rules and regulations & be sure parents are also abiding.

# MAA Park Rules

The following is a summarization of Park Rules for Middleburg Association of Athletics

- Park operating hours are M-F 5:30pm-11:00pm, Saturday sunrise to sunset.
- Omega Park/MAA are not pet friendly unless they are marked service animals per ADA guidelines
- Alcoholic beverages are prohibited
- Drugs are strictly prohibited.
- No smoking allowed. This includes Vaping/e-cigarettes.
- No abusive verbiage or profanity allowed.
- Riding toys such as bicycles, tricycles, skateboards, scooters, in-line skates, roller blades or similar devices are not allowed in the parks.
- No wall ball on any dugout or clubhouse walls
- No unauthorized persons on the fields or in dugout. -All volunteers must have current background checks on file.
- No outside food or coolers except for 1 team cooler
- No un-rostered players on the fields during practice and/or game times.
- Coaches may not remove players or parents from teams or the property without prior approval from the commissioners and Executive board.
- All park fundraisers must be completed before any individual team fundraising can began and must filter through MAA.
- All monies are to be accompanied by a receipt and turned in the prospective team mom, then to the team mom coordinator and/or to the treasurer
- No light usage when the park is not in operation
- Game rules are according to Babe Ruth/prevailing football conference rules unless agreed upon at the time of coaches' meetings
- All grievances must be in writing and follow the grievance protocols
- Any outside communication such as GroupMe/FB/text groups/ etc. must have an executive board member included
- NO REFUNDS after uniforms have been ordered, this includes refunds through 3rd party insurance purchased at the time of registration
- Violation of consent agreement at registration may result in membership termination
- Unauthorized vehicles are not permitted inside the gates or on the fields
- Handicap parking access is not to be blocked and will be subject to be towed at owners' expense
- Any field usage outside of MAA practice/game and or events must be done through Clay County Parks and Rec Department. MAA cannot authorize use of the property for any other outside event
- Each team is responsible for cleaning up its area after each practice/game