

Team Administrator Handbook Spring Season 2026



Mission Viejo Girls Softball

“Volunteers do not necessarily have
the time; they have the heart!”

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Register as a volunteer

- Go to this webpage to register as volunteer (Manager, ACs, TA's and Chaperones need to fill out this form)
- No need to fill this out if it was done in the fall

[Volunteer Registration](#)



Organize Your Team



- Collect team roster from your coach
 - Set up team communication site (Game Changer, Team Snap, Group Me, i.e.). When setting up team roster on those sites, please put only first names and nicknames of players, no last names). If setting up Game Changer, please include MVGS, age category, team name and manager's name in your team name. That way it is easier for other teams to find you.
 - Add practice, game schedule, other important dates and events to calendar
 - Assign volunteer duties (GameChanger, Field Prep, Chaperone/Dugout Mom, Snack Duty, Snack Bar/Grill, photographer, music etc.)
 - Organize End Of Season Parade costumes and music
 - At the end of season organize a gift for all coaches and End of Season party - it's not mandatory but always appreciated.
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Fun Things

(Additional Cost - not paid by league)



- **Team pennants/banner**
 - Blackline - <https://shopblackline.com/>
 - Rebel Sports FX - www.rebelsportsfx.com
(Discount code: 10-2026)
 - **Fun socks** - Amazon, Etsy, MadSportsStuff, Epic Sports, etc. (Team colored socks, St. Patrick's Day Socks, Valentine Day's Socks...)
 - **Bows, hair ribbons** - Amazon, Etsy, etc. You can also have another parent make them.
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Uniforms and Player Equipment



- **Uniforms** - Jasmine Gomez (Uniform Director) will communicate via GroupMe when uniforms are ready for pickup at the fields.
 - I suggest to bring big zip lock bags, grocery bags or trash bags to sort uniforms for each player
- **Player Equipment** - every player needs, at minimum, a fielding/defensive face mask, glove, cleats, and a batting helmet with facemask. Other information can be found at [MVGS Equipment Page](#)

Team Sponsors

Mandatory



- Sponsorships are acknowledged in the yearbook and may also be recognized with a plaque issued by MVGS.
 - 6U teams must secure a minimum \$100 Sponsorship
 - 8U, 10U, 12U, 14U teams must secure a minimum \$200 Sponsorship
 - If Sponsorship is not found, the minimum cost is split between the families.
 - Team sponsorship deadline is March 6, 2026 . If deadline is not met, team won't be able to play in tournaments.
 - Additional Sponsorship opportunities are also available.
 - Sponsorship information and form - [Sponsorship Information & Form](#)
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Important Dates



- **Rec Season**

Practices can begin mid January (managers can schedule additional practices till games begin)

- 6U - Monday & Saturday
- 8U - 14U - 2 practices per week

Games begin February 7th

- 6U - Monday & Saturday (45min practice, 45min scrimmage)
- 8U - Tuesday & Saturday
- 10U - Wednesday & Saturday
- 12U- Thursday & Saturday
- 14U - Double-header games on Saturday

Tournaments - 8U - 14U

- Mid-Season Tournament - March 19 - 22
- End of Season Tournament - April 22 - 26

- **Select** - no practice, double-header games on Sunday (managers are responsible for scheduling)

- **MVGS Fundraiser and Golf Ball Drop** - Saturday, March 28

- **Picture Day** - Wednesday, March 11 (back up date tbd)

- **End of Season Parade** - Friday, April 24

- **Angels Day** - Sunday, May 3

- For more information please visit: [Spring Ball 2026](#)

Volunteering

Each family is asked to fulfill 4 volunteer points
Buyout amount: 6U \$100, 8U-14U \$200



- 4 point opportunities - board member, team manager, team administrator, assistant coach, \$500 league sponsorship from local business)
 - 2 point opportunities - female chaperone/dugout mom (1 point for every 3 events), field prep (2 families), team scorekeeper (8U-14U, 2 families), umpire one home game, snackbar shift (2 points per shift), \$250 league sponsorship from local business.
 - Field prep clinic - Saturday, January 31 @ 8:30am
 - Game Changer clinic - Sunday, February 8 @ 9am
 - Game Changer - for tutorial videos please visit: [Game Changer Tutorial Videos](#)
 - Team administrator is keeping track of points for all volunteers.
 - For more info please visit: [Volunteer Policy](#)
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Volunteer Responsibilities



- Please fill out Volunteer Sign Up Sheet for your team. **Each family must be represented** on the sheet.
 - Team managers, assistant coaches and team administrators must complete all volunteer responsibilities prior to uniform distribution (Safesport, Background Check, Concussion). All Volunteer checks must be submitted.
 - All volunteer responsibilities must be completed prior to first game
 - Female chaperones/dugout moms must complete Safesport and Background Check.
 - Field prep, score keeper, snackbar are not required to complete Background check or Safesport
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Training Links



- **USA Softball Background Check** - Board members, team manager, assistant coaches, team administrator, umpires, female chaperone/dugout mom. No need to do it again if fully completed for Fall 2025. To initiate background check volunteers need to fill out [Volunteer Registration Form](#)
 - [USA Softball Guide to Getting Cleared to Volunteer](#)
 - **SafeSport** - Board members, team manager, assistant coaches, team administrator, umpires, female chaperone/dugout mom. No need to do it again if completed for Fall 2025. Safesport Certificates must be uploaded to USA Softball Account. Please use links provided in Volunteer Policy
 - **USA Softball Account** - Do not create account on your own. Must be created with USA Softball invitation email only. Background Check status, Safesport upload and coaches card - [USA Softball Account](#)
 - **Concussion Training**- Board members, team manager, assistant coaches, team administrator, umpires - <https://nfhslearn.com/> (Upload certificates to your team's folder on google drive). No need to do it again if completed for Fall 2025.
 - **For more information and instructions please visit:** [Volunteer Policy](#)
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Division Directors



- 6U Director - Jen Oden - 6udirector@mvggs.org
 - 8U Director - Dan Weerasekera - 8udirector@mvggs.org
 - 10U Director - Javier Dena - 10udirector@mvggs.org
 - 12U Director - Russell DeMent - 12udirector@mvggs.org
 - 14U Director - Jason Tobin - 14udirector@mvggs.org
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Thank you so much for your time!

Please feel free to email, text or call me if you have any questions!

626-214-6531

teamadministrator@mvggs.org

Looking forward to working with you all this season!
