

Step-By-Step Guide

Register to be a coach

***ALL ASSISTANT COACHES, DUGOUT COACHES, ANYONE IN THE DUGOUT OR ON THE FIELD (4 Allowed at a time/game)**

#1. - Click on the appropriate ball. (Baseball or Softball)



Baseball Coaches
Click Ball to REGISTER



Softball Coaches
Click Ball to REGISTER

#2. - This will open up a new window in team sideline.

- Click the blue button.

- You will need to log into Team Sideline or create a New Account at this time.



Program Details

- **Registration Status:** Open
- **Regular Registration:** Sunday, December 1, 2024 - Monday, December 2, 2024
- **Program Duration:** Wednesday, January 1, 2025 - Wednesday, December 31, 2025
- **Regular Registration Cost:** \$0.00

Frequently Asked Questions

- **My background came back as under review?:** If your coaching background check result hear from us within a week, please reach out to the office.

[Volunteer](#)

#3. - Now it is time to 'Add Items to your Cart' to Register.

- Your name is the Enrollee
- Enrollment Type = Volunteer
- Program = Coaches - Softball (or Baseball) Youth league 2025
- Offering = Your Age Division

(If you coach 2 age divisions, just choose 1 now and you will have the option to add others later in the registration)

- Enrollment Selection = Coach, Assistant Coach, Manager

Add Items To Your Cart

Your "Shopping" Cart lists the items you want to enroll in and store items you want to purchase. Click the Proceed to Checkout button to add more enrollments to your Cart, complete the Enrollment fields below and click the Add Enrollment button.

Please note that each credit card order will incur a processing fee.

Enrollee *	<input type="text" value="Emily Menapace"/>	Add Enrollee
Enrollment Type *	<input type="text" value="Volunteer"/>	
Program *	<input type="text" value="COACHES - Softball Youth"/>	
Offering *	<input type="text" value="8U Softball"/>	
Enrollment Selection *	<input type="text" value="Assistant Coach"/>	
<input type="button" value="Add Enrollment"/>		

- Click 'Add Enrollment' - A box will pop up. You can close it.
- Click 'Proceed to Checkout'

#4. - This next page will be the place to input information for your background checks and read through policies.

COACHES - Softball Youth League 2025 - 8U Softball - Emily Menapace

[Help ?](#)

You are almost done! Complete this page and then click the Next button to complete your order.

Background Check Information

Legal First Name *	<input type="text" value="Emily"/>
Legal Middle Name	<input type="text" value="M"/>
Legal Last Name *	<input type="text" value="Menapace"/>
SSN *	<input type="text" value="XXX-XX-XXXX"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Date of Birth *	<div>Month <input type="text" value=""/></div> <div>Day <input type="text" value=""/></div> <div>Year <input type="text" value=""/></div>

Background Check Authorization

By clicking the checkbox below, I voluntarily and knowingly authorize this organization and Protect Youth Sports or its authorized agents to obtain or prepare investigative consumer reports (aka background checks) about me for volunteer position purposes. The reports may contain information about criminal history or other background checks.

I understand I have the right, upon written request made within 30 days after agreeing to this background check, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting this organization and Protect Youth Sports, 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-877-319-5587.

For information about Fair Credit Reporting Act, see [Summary of Rights under Fair Credit Reporting Act](#).

For information about Protect Youth Sports privacy practices, see <https://www.protectyouthsports.com/privacy-policy/>.


Agreement * ☒ Click here to verify that you have read and agree to the background check consent form.

- Make sure the box is ☒ checked for the Add-On (\$25)

Program Specific Information

Team Name 1 *	<input type="text"/>	Team Name 1
Team Name 2	<input type="text"/>	Team Name 2
Team Name 3	<input type="text"/>	Team Name 3

Add-On To This Enrollment

	Background Checks \$25.00 Per Item Background Checks for Coaching - Good for 1 Calendar Year	Add: <input checked="" type="checkbox"/>
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Behavior Violation Policy

• Following Rules: Understand and adhere to all posted rules and regulations of the Complex.

Unacceptable Conduct

- Unsportsmanlike Conduct: Booing, taunting, refusing to shake hands, using profane language or gestures, and other actions that demonstrate poor sportsmanship are strictly prohibited.
- Abusive Language: Using obscene, vulgar, or abusive language directed at anyone, including players, coaches, officials, or other spectators, is unacceptable.
- Interference: You should avoid interrupting the game, interacting with players or coaches during the game, or entering the field of play.
- Intoxication: Attending or participating in any league event while under the influence of drugs or alcohol is prohibited.
- Disruptive Behavior: Actions that are disruptive or interfere with the enjoyment of the game by others, such as excessive celebration or using noisemakers, may lead to warnings or removal.
- Physical Altercations: Engaging in any form of physical altercation or threats of violence will lead to immediate ejection and potentially further disciplinary action.

Ejection and Penalties

ANY EJECTION will result in an appearance in front of the Runyon Board before returning to the Complex.

- Warnings: For minor infractions, an umpire or Runyon Staff may issue a verbal warning.
- Ejection: Repeated or severe violations will result in ejection from the game and removal from Complex.
- Further Disciplinary Action: Depending on the severity of the offense, ejected individuals may face additional penalties, including suspensions from coaching activities or bans from participating in Runyon activities for a prescribed period of time.
- Permanent Ban: In cases involving physical abuse or other severe misconduct, individuals may be subject to a permanent ban from Runyon Sports Complex.

Agreement *


By signing below, participants agree to all above terms and conditions.

<div><div></div><div></div></div>	<div>Sign Here</div> <div></div>
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Signed By: Emily Menapace

Date: 12/2/2025

- Almost the middle of the page, there will be the Concussion Training Video. **YOU MUST HOLD THE 'CTRL' button down while clicking on the Blue link for the video. This will open up a YouTube video in a new page. *You can refer to this video on our website.***

Agreement  ☒ I have read and agree to follow the guidelines set forth in the Cold Weather / Lightning Policies.

Concussion Training

Concussion Training Certification Video is **NOW AVAILABLE** for coaches to watch! This is a requirement for all coaches at Runyon Sports Complex and must be completed annually.

HOLD THE CTRL BUTTON, then click on the video link

(by holding the Ctrl Button, it will open the videos in a new window)

[Concussion Training Certification - RSC](#)

Agreement  ☒ I have watched the Mandatory Concussion Training.

- After you have read through and eSigned all of the policies and code of conduct. Click 'Next'.


Next

#6. - It is now time to checkout. You will need your credit card.


Checkout

One more step! Just complete this page, confirm the item(s) in your order and click the Place Order button

Billing Information

First Name 


Last Name 

Street Address 

City 

State 

Zip Code 

Phone 

- Input your credit card information and Click 'Place Order'.
There is a credit card fee of \$1.04. Total will be \$26.04.

☒ Pay by Credit Card

Name on Card *

Credit Card Number *

Expiration Date *

Verification Number *

Credit Card Zip Code *

Statement Your Statement will show a charge from "SPL*Runyon Sports Complex".

Order

Item	Cost
Volunteer - COACHES - Softball Youth League 2025 - 8U Softball - Assistant Coach - Emily Menapace	\$0.00
-- Background Checks	\$25.00

Processing Fee: \$1.04

Order Total (USD):
\$26.04

* Required Fields

- ORDER CONFIRMATION -

You are done! You will see your order confirmation page and you should also receive an email. (Please check your Junk or Spam.)

Order Confirmation

Your order has been placed. Print a copy for your records.

Note: An Order Confirmation has been emailed to you. However, email services and ISPs can use blocking or filtering systems. Please add no-reply@teamsideline.com to your address book, Outlook "Safe Senders List" or to your "White List".

Billing Information

Order Date * Tuesday, December 3, 2024

Order Number * 1552-7558531

Full Name * Emily Menapace

Street Address * 1 Runyon Lane

City * Pueblo

State * CO

Zip Code * 81003

Phone * 719-583-6195

Runyon Sports Complex

Important Links to Know

- **Runyon Website**

<https://runyonfieldsportscomplex.org/>

- **Runyon Leagues Page on Website**

<https://runyonfieldsportscomplex.org/index.php/leagues>

- **Runyon Important Documents**

<https://runyonsportscomplex.com/downloads>

- **Runyon Facebook**

<https://www.facebook.com/RunyonSports>

- **Concussion Training Video (YouTube)**

<https://www.youtube.com/watch?v=WgdaQr0HuXk&t=1s>

- **Runyon Message Boards**

<https://runyonfieldsportscomplex.org/index.php/leagues/message-boards>