

Team Parent Job Description

This list details some of the things a team parent (or team parents) can do to assist the team coach.

Reminder of Physicals

Call athletes to remind them of dates for physicals at the clinic (for fall sports, this means calling those you know are playing during the summer)

Team Paperwork

Help organize and collect team paperwork (school forms, physicals, etc.)
Create contact information/roster for all athletes and distribute
Create flyers/handouts for practice schedules, game calendars, field trips, away games, notices, updates, etc.
Create team roster for coach to submit to referees

Team Meeting

Organize team and/or team/parent meeting at the beginning of the season
Call athletes
Place notice in daily bulletin
Help coach develop agenda for meeting
Make copies of handouts/calendars/information
(At meeting) Gather athlete/parent information - contact info, cell phones, uniform sizes, email addresses etc.

Uniforms

Order team uniforms and collect payment
Order sweatshirts, t-shirts, warm-ups, etc. and collect payment

Phone Contact

Call athletes and/or families as necessary (or implement a phone tree system)

Transportation

Coordinate transportation - i.e., bus, number of vans available, picking up keys, coordinate with school on when athletes will be excused from class, submit notices for daily bulletin if necessary, etc.

Away Games/Field Trips

Make hotel reservations (and/or dinner reservations)
for away games, field trips
Create flyer with detailed information
Coordinate pickup of athletes (i.e., Crowley kids,
when arriving late, etc.)
Collect payments
Coordinate food, snacks, water
Provide maps to drivers

Games

Coordinate schedule for families to bring water and/or
fruit to games
Help coordinate team equipment and game set up (i.e.,
nets and ball chasers for soccer, balls, etc.)
Pick up and deliver checks for referees (i.e., soccer)
Help with stats if necessary
Clean up fields/courts if necessary

Budget/Fundraising

Help manage team budget and expenses
Schedule shifts and coordinate volunteers for
Christmas Tree Lot sales
Coordinate and organize fundraising activities - i.e.,
car washes, candy or wreath sales, baked good sales,
SCRIP sign-ups, etc.

P.R.

Take pictures and submit to local papers
Write press releases for Mammoth Times, The Sheet
Contact local radio stations (i.e., Bob Todd) with
game scores, stats

Season End Party

Make reservations at local restaurant, schedule school
space or find a family to host party
Help coach with obtaining school letters, certificates
Coordinate food/refreshments
Buy coach's gift and collect donations