



Role: Team Parent

The primary role of the Team Parent is to facilitate communications between coaches and parents/players, and with VAGSA. The Team Parent also functions as an assistant to the coaches and contributes to the overall success of the team experience. The following are expectations for this role:

All Teams (recreation, competitive, tournament)

1. Attend the Team Parent meeting at beginning of the season.
2. Develop an email/phone contact list for your team. This list will be used to communicate any cancellations, reschedules, and messages. Include both players and parent's names along with email/phone (home and cell). Distribute copies of the listing to all players and parents.
3. Assist coach with uniform distribution at the beginning of regular season.
4. Keep score at each game or finding another parent who can help.
5. Send weekly E-mail reminders to all team families of practice and game date/time, arrival time for games, field locations, etc. It is helpful to include directions to fields (MapQuest).
6. Assist coach with collecting completed Player and Parent "Code of Conduct" and "Emergency Contact" forms. Follow up when necessary to insure 100% return. These forms need to be completed, signed, and returned prior to the athlete playing a game.
7. Bring completed "Emergency Contact" forms to each practice and game.
8. Distribute severe weather instructions to all team families.
9. Notify coaches/parents of any pertinent information received from the VAGSA Committee regarding various league activities or announcements.
10. Send reminders to all team families regarding key VAGSA events and activities. These include Instructional clinics, fund raising activities, High School Youth Night, Apparel Orders, Picture Day, and End of Season Party.
11. Assist with teambuilding opportunities for your team's players and parents.
12. Host team meetings as necessary (coordinate with coaches).
13. Report team scores following each game (process can vary).
14. Provide other support and assistance as requested by the coach or VAGSA.

Competitive and Tournament Teams (additional duties)

1. Assist VAGSA & coach with collecting additional league and tournament monies and turn into VAGSA committee.
2. Collect copies of each player's birth certificate and bring with you to each game
3. Assist with end of year uniform collections.
4. Tournament Teams only:
 - a. Create practice and tournament schedule for team
 - b. Secure group-rate accommodations (when tournaments are chosen and booked).
 - c. Check-in team and complete rosters (secure parent's signatures).
 - d. Bring player and coaches ASA cards along with a copy of the team's insurance policy to each tournament

Skills to be Effective in this Role

- Have a positive, on-going, and open communication with the team coach and parents
- Ability to send multiple e-mails (or make phone calls) each week communicating key events and announcements to team families (organization skills very helpful)
- Ability to follow up with team families to collect miscellaneous funds (e.g. spirit basket, uniform costs, coaches gift or honorarium)
- Willing to recruit volunteers to help support team and Team Parent (e.g. spirit basket, funds collections, coaches gift, score keeper, etc)

Estimated time commitment for this role: 1 hr/wk during season (season can vary)