



**The Little Knights
Football & Cheerleading Club**



Team Parent 101 Guide

Dated: February 2010

Team Parent Coordinator: Alana Consevage

Getting Started, Ready Set Go!

Thank you and congratulations for volunteering to be a Team Parent for your child's team.

Are you a first year Team Parent wondering, "What in the world do I do now?" or "Why did I ever let them talk me into being a Team Parent?"

Perhaps you're a seasoned veteran just wanting to help your team be organized and coordinated throughout the season. Whatever the case, the following pages are designed to help you be efficient and organized as the Team Parent.

Playing football is EXCITING and being a Team Parent is rewarding and gratifying. You are putting in a lot of time, probably more than you expected, and it should be an enjoyable experience.

The duties of coordinating team functions, activities and obligations are performed to ensure a successful season and a positive team environment for the kids to development and grow.

Communication – Team Building

The primary attribute to your success as a Team Parent is effective communication. There are many forms of communication and every person is different. Please be respectful to the wide range of diverse cultures and backgrounds of our players and families. Treat everyone in a fair and equitable manner.

At the beginning of the season, ask each parent to verify their information on the registration form, especially the home number. Also, collect cell phone numbers and home or work e-mail addresses to effectively broadcast team messages and announcements. Ask every parent which is the best form of medium to get in contact with them. You can also make a team roaster and distribute to the team (with parents approval).



Know your team

Some teams are low maintenance. As long as you make sure snack and drink are at every game, you'll be a hero! Please know that at the Junior and Jr Midget level parents may want to provide their own snack and drink for their child and will not support a "team" snack and drink program/fund. At the beginning of the season, be clear with each family that it's alright to exchange snack/drink dates with each other, but it's not alright to forget to supply the treats the kids rely on. Engage parents and make it clear that their children are counting on them to support their team efforts. The more invested other parents are, the more likely they are to come through for the children.

Know your parents

Introduce yourself to all the parents/guardians of your players and provide your contact information too (e.g., email, phone numbers, etc...). Is there a parent that never arrives on time for games or misses a lot of practices? If so, be sure to place a reminder call the day before they have a commitment to the team or get their email address to send reminders or cell phone number to text them information. Also let parents know about our website and that we also have Facebook page - current information about Little Knight events, schedules, etc... are posted on our websites

Official Website: <http://www.littleknightsfootball.org/>

Know your coaches

Some coaches look to the Team Parent for constant support during games, practices, and parties. They rely on them to keep the bench under control, assist with batting practice, and host the best party for their team. Other coaches simply want snacks to be provided. When you're on the same page as the coach, you're on the same page with everyone.

Common Responsibilities

Each club is different but here is a list of the duties most often required of the team parent.

- Collecting money from parents and players and forms for pictures.
- Collecting money from parents and players and forms for team shirts.
- Collecting money from parents and players and forms for a fundraiser.
- Collecting money from parents and players and buying gifts for the coaches at the end of the season.
- Decide where and what type of team party the team will have after the season. See the notes below concerning team parties.

- Copying and distributing practice and game schedules.
- Ensure drinks and snack is provided at half time for each game (home and away)
- Encourage team spirit (wear blue and gold to games)
 - Make a paper sign for the team to run through at home games (this is a favorite among the boys)
- Schedule team parents/family members to work home field concession on their scheduled day.
- Remind parents to pick up trash after each practice and game and deposit in appropriate trash receptacle.
- If your team is the last game of the day at the home field remind parents to help pick up trash, field markers, goal post cushions, etc.... the more folks that help clean-up the faster we all get to leave and go home.



COMMON QUESTIONS FROM TEAM PARENTS

What will I get out of being a team parent?

- You will get to be part of the team.
- You will get the coaches' undying devotion.
- You may get a small gift at the end of the year.
- Your child will get to see a real role model in action. It is important that we show our children that you don't always do something in order to receive a reward.

Is there anything else I will have to do?

- As a general rule nothing else is really expected of you. In some cases the team parent will take up a collection of enough money to provide drinks or Popsicles after each practice or goodie bags given after the game before Halloween. In the summer almost anything cold will work.
- You may become a lightning rod for comments about the coach or coaches but this is not part of the team parent job description so DON'T put yourself in the position of a being go-between for the parents and the coaches. You are a team parent not the team manager.

What kind of gift is the team expected to give to the coaches after the season?

- That varies from team to team but most coaches do not expect anything of excessive value and would probably be embarrassed if an expensive gift was given them. A sentimental or unique gift which reminds them of the team is best. Some of the best gifts are: framed pictures of the team, a ball, plaque or picture autographed by all the team members, or a small trophy. If you ask the coach's spouse most would prefer a gift certificate for a meal at a nice restaurant. And who's to say that the feelings of the spouse of the coach shouldn't be considered since they sacrificed as much as the coach in most cases.

SPECIAL NOTES:

- There is no rule that the team parent must be a female. There have been plenty of dads who were the team parent in past years that have done a great job.
- Do not let yourself become a babysitter at practices or games or a taxi service for parents who can not get their children to games or practices.
- In today's litigious society you should also be sure that you are not alone with any child that is not your own. Always have a second adult on hand.
- Stay organized. Be sure to have a calendar available for team dates as parents will often call and ask for time and dates of games or practices since they have lost their own schedule.
- If you are giving a hand-out to players at practice; be sure to write the name of the player on the top of the page. By doing that you will be sure that everyone gets a copy and there are no questions when a parent later complains that you did not give a copy to their child. At younger ages it makes sense to place the hand-out or envelope directly in the parent's hands when possible.

Good luck in the upcoming season. Here's to minimal QB sacks, lots of tackles, tons of touch downs, and even more smiles!

GO KNIGHTS!