

Play Sports Hawaii Guidelines for Team Parent



DUTIES

The following information will put you on the right track for becoming an effective and efficient Team Parent. You will find the time you put in for volunteering as Team Parent rewarding and fun. Generally speaking, the Team Mom's duties and responsibilities are to do the administrative tasks for the team, which will allow the coach to concentrate on coaching, the players and team development.

1. **All Team Parents need to email Cindy** (cindy.playsportshawaii@gmail.com) so that she can add you to the Team Parent email list. Cindy will email all team parents a copy of their team's roster.
2. **Team Parent Meeting with Coach** – Meet with your coach to make sure you understand exactly what duties the Head Coach would like you to take care of.
3. **Team Roster/Snack Schedule** – Check to make sure all players on roster have paid their registration fees. If a player participates in any games and that player has not paid their fees, the team will forfeit those games. Prepare a snack schedule for the season. Be sure to check with the parents to see if their child has any food allergies.
4. **Email Parents** – Send an email out to all your parents to let them know that you are the Team Parent. You will want to always keep your parents informed of what's going on, game schedule changes, etc. If the coach hasn't done so already, be sure to let them know when practices are expected, how early they need to show up before each game, etc. Always include your name at the bottom of the emails and always put your cell phone number beneath your name so that parents can contact you if necessary.
5. **Practices/Games** – Make every effort to be at all practices and games. Usually the coach will provide team information such as any scheduling changes, time to meet prior to the game, etc. It's easier for the Team Parent to hear this first hand and send an email reminder out to the parents. If you can't make a practice or game, let the coach know ahead of time and be sure to call him/her for any information that was given to parents so that you can send out an information email. Assign someone to keep score at each game. Patrol the sidelines during the game to make sure all parents are following the Code of Conduct to avoid game forfeitures. Keep the parents under control.
6. **Picture Day** – Play Sports Hawaii will setup a picture taking time for your team. You will need to coordinate picture day with the team. This includes receiving the picture packets to pass out to parents. Ideally you will want to pass these out ahead of time but be sure to have extra on the day of pictures – parents will inevitably leave their form at home. You will need to inform them what their child needs to wear for pictures. Advise parents to arrive early and indicate a meeting spot. Once everyone has arrived, you will need to collect their order forms and turn it in to the Photographer. Make sure you keep the photographer's contact information on hand in case any pictures are missing or incorrect. You will need to contact the photographer directly for any discrepancies.
7. **Fundraising** – If your team plans to do any fundraising, you will be responsible for coordinating this with the coach and parents.
8. **Plan Team Party** – Discuss with the coach about doing a Team Party at the end of the season.
9. **Don't feel you have to go it alone.** You can absolutely delegate some duties to other parents who are willing to help.