

Attend Team Parent Meeting.

Typically, at the start of every new season, the club will hold a Team Parent meeting to inform you of all the events and important information throughout the season. *This is a meeting you do NOT want to miss!* You will learn about pictures, uniforms, game schedules, expectations and more. All of this information will need to be conveyed to the families on your team, so make it a priority to attend!

COMMUNICATION:

Communication is key for Team Parent Leadership. People need frequent reminders about practices, games, and more.

1. Start by gathering the following information from each player (if you don't already have it):

Print the Contact Information Sheet below and fill in the information.

- Name
- Jersey Number (if applicable)
- Parent Names
- Email Addresses
- Phone Numbers

2. Set up an email distribution list.

Take the time to enter everyone's email address onto a group contact in your email client. This will ensure that with the click of one button, you can email the entire team every time you need to send a note out.

3. Send out a "Welcome Email"

Introduce yourself to the team families and highlight the important information they need to know about the upcoming season. Including:

- uniforms
- pictures
- weatherline
- scorekeeping
- working the registration tables

4. Order/Pick-up Uniforms and Deliver to players.

If your team decides to personalize uniforms or equipment (e.g., names on the back of the uniforms) you will need to set this up with a screen printer and collect money from each family to cover the cost. We recommend that when possible, you collect monies BEFORE distributing the final products. You do not want to "chase" parents for payment all season.

5. Hand out picture Order Forms and/or collect money for pictures.

6. Send out snack schedule, if necessary

I have found it is best to assign each family a game to bring snacks. If a family has a conflict with the date assigned, ask them to trade with another family and inform you of the change. This system is faster than asking families to sign up.

7. Find Scorekeepers, if necessary.

Ask for a handful of parents that can rotate either running the scoreboard, keeping the score book, etc. and assign them games at the beginning of the season. The coach may take on this responsibility, but if he/she “delegates” this task to you, at the very least, have the coach assist in this communication.

8. Before each practice or game send out a “Reminder Email”

The coach or the team parent usually will send the practice/game schedule each week and/or on the day of the event. Refer to the calendar before sending out your email. Also, another good option instead of email is to send group texts (this is especially helpful when providing weather-related updates or last minute location changes).

9. Order Trophies, if necessary.

10. Organize the End of Season Team Party.

This is a great time to recruit some other moms and dads to help you. The kids really love just hanging out together, so nothing super fancy is necessary, but a few ideas (depending on the time of year) are:

- Pitch-in at a local park
- Swim Party
- Cook-out at a team member’s home
- Go out for ice cream right after the last game is over
- Meet at a local pizza joint for dinner
- Parents vs. Players Game & Dessert Pitch-In

11. Travel

- Research travel accommodations (Hotels, Bus, Airfare, etc)
- Confirm player participation
- Identify which player may need rides or roommates on the road

Credit: Sportsmomsvivalgude.com