

Fort Hunt Youth Lacrosse Revised 3/10/09

Team Parent Job Description Spring 2009

Thank you for volunteering to be a Team Parent for your child's lacrosse team. Your job is to be the administrative coordinator for the team and free up the coach to do the important job of coaching. This guide contains a list of items that will help to make the season run smoothly for the entire team and is designed to spread the administrative workload among a cadre of parents so that no one person carries too much of the burden. Plan to discuss this list with your coach for the coach's perspective on the individual items listed below.

BEGINNING OF THE SEASON

Set Up:

A Team Email List: It is a good idea to use email for your routine correspondence with the families on the team. A weekly email to each family is an effective way to make sure everyone knows the time and location of the practices and games for each week (more on this later). When setting up your email list, confirm that you have at least one good email address for each family and then invite the parents to provide you with additional email addresses (such as a work address).

Set Up A Refreshment and Ice Schedule: *Optional:* Teams may or may not want to have a post-game snack and/ or drink. Many teams also provide orange slices at half time for an energy boost. It is suggested that you have two different families assigned to each game: one family brings the post game snack and drink while the other family brings half time oranges and a few zip lock bags of ice in a cooler. The zip lock bags of ice can be used for player sprains and bruises that occur during the game however coaches have ice packs in the first aid kit.

Last Minute Cancellation Notification - *Decide How You Will Notify the Team:* Last minute cancellation of games will probably occur at some during the season because of field closures. You need to decide how you will notify the team when this happens. You may want to set up a phone tree to call each family or you may decide to use a priority email notification. Either way, be sure to remind your team to check their phone messages or email before leaving for the game if the weather is bad or the fields are wet.

Confirm Parent Volunteers For Game Time Keeper: Each home game needs one or two parent volunteers to run the game time clock. There will be a table and clock set up at the field for each home game. Detailed instructions will be available for time keeping and are on laminated form taped to the timekeepers table. Once your game schedule is known, set up a rotation among your parent time keepers to ensure coverage at each game. It may be that one parent will do it at every game as many parents like to. Remind scorekeepers that since they are sitting on the field by the benches that they can not cheer for a team.

Confirm Sideline Manager (Field Commissioner) for each game: Makes sure no one gets out of hand at a game which will cause the ref to cancel the game and the home team forfeits under league rules., Field commissioners and coaches shall be responsible for the conduct of all players, members of the coaching staff and spectators. Improper conduct, in the judgment of the game officials, on the part of the players, coaches or spectators may result in penalties,

expulsion, and suspension and or forfeiture of the game. The local club commissioner or field commissioner shall have the responsibility to assist the game officials in maintaining proper conduct of players, coaching staff and spectators. [Click here for a detailed description](#)

Confirm Parent Uniform Volunteer: Coordinate with your parent uniform volunteer to ensure the team uniforms are distributed to the coach. Be sure the jersey number assigned to each player is recorded on the team roster.

Get uniforms back at the last game of the year. Boys keep their shorts. Collect boy's jerseys at the last game, wash and return to Asst-Commissioner of Equipment. Also all U 9 lax equipment needs to be returned to the Equipment Commissioner at the last game. Team parent needs to remind EVERY family to turn in equipment and if emailed an Outstanding Equipment list, follow up and collect it all.

Confirm Parent Volunteer for Team Web Page: Each team will have their own page within the FHYL(Boy's teams are in the **Small** or **SE** divisions) pages of the Northern Virginia Youth Lacrosse League (NVYLL). The game scores and highlights of the game should be posted after the game. Digital photos of the team and action shots during the game can also be posted. (www.nvyll.org)

PRIOR TO EACH GAME Weekly Email: At the beginning of each week during the season, send out an email that includes all the information the team needs to know for that week as follows. Date, time, and location of the practices. For most of the season, the teams can expect to have a regular practice schedule with the same date, time, and location. However, there are times that a practice needs to be changed or cancelled and this is a good way to let everyone plan ahead for the week. If practice is the same every week then only an email reminder of the game time and location may be necessary. Date, time, and location of the weekend game. Include field directions and remind the players to bring their equipment plus mouth guards and goggles for the girls, all equipment for the boys.

Directions to the fields can be found at the NVYLL web site www.nvyll.org and can be cut and pasted into the body of your email.

Reminder for the families bringing the refreshments, oranges in hot weather, ice etc.

Reminder for the parent timekeepers for that game.

Check NVYLL website and look under Field Closings BEFORE you leave for a game if the weather is questionable or fields are wet.

Copy of the Team Roster: Bring at least one copy to each game for your coach to exchange with the opposing coach. The uniform number of each player should be recorded on the copy. If we do not give the opposing coach an Exchange Roster before the game we will forfeit the game.

Field Closures:

If the weather is bad or the fields are wet, check the NVYLL website for field closure notices early in the day of your game. Be sure to check whether your specific field is closed since some may stay open while others close. Boys 9 am Saturday game Field Closures are posted by 7:30 am.

AFTER EACH GAME Post Scores and Game Highlight Information: The parent volunteer responsible for updating the team web site can post scores and any game highlights provided by the coach. Some coaches like to do this themselves. Digital photos taken by the parents can also be displayed.

Promote Ft Hunt Lax Clothing: Assign one parent to sell Ft Hunt Lax T shirts plus direct parents to go <http://www.FHYAA.org/lacrosse> and click on “Ft Hunt Spirit Wear” to purchase all Ft Hunt clothing and accessories.

END OF SEASON WRAP UP Uniform Collection:

Girls: Collect all girls’ uniforms (except U9 who keep theirs). Wash uniforms and give to Equipment Commissioner.

Boys: Collect all jerseys at last game, wash, put in plastic bag with team designation on it i.e. U 9, U 11, etc. and give to Equipment manger.

Collection for Coach’s Gift: Any willing parent is free to coordinate a voluntary collection for a coach’s gift from the team. A small donation from each family can be used to purchase a gift certificate to a favorite restaurant or store.

End of Season Team Party: Additional parent volunteers that are not already assigned to any other team job are usually happy to coordinate an end of season party.

List of Parent Volunteers: Your Coach has a list of all of the parent volunteer positions needed for each team and space for you to record the names of the parents for your team.

Coach: Team Parent: Field Commissioner for each game: Makes sure no one gets out of hand at a game which will cause the ref to cancel the game and the home team forfeits under league rules.