

High School-Guidelines for Team Parents

As a team parent, you will be in charge of organizing and delegating the various activities that take place during your sports season. The first step is to contact your coach and have him/her give you a roster of the athletes' names and phone numbers that comprise the team. You must then make contact with the parents of the team members so that they can sign up for the duties. Make a master list of all your volunteers and the duties they are responsible for and then distribute copies to each of them as well as the coaches. The following is a list of things the team parent is responsible for coordinating.

As a reminder, **VIRTUS** training is **mandatory** for all adults volunteering at CCHS as well as throughout the Diocese of Wheeling-Charleston. No volunteers will be placed in any volunteer capacity at CCHS until they have completed their VIRTUS training.

TEAM LUNCHEES: All teams (Middle School and High School) will be allowed **1 team lunch** either in season or during tournament. The coach or team parent will be responsible for contacting Bill Gillespie **AND** Kathy Crain to schedule the team lunch at least 2 weeks prior to the date requested. Mondays and Wednesdays should be avoided. (See Team Lunch Guidelines on separate sheet.)

MORNING ANNOUNCEMENTS: Designate someone to write up the score and important contributors for each game, so that it can be announced in the morning.

PICTURES: Russ Miller is still willing to take pictures, but someone needs to be his contact to ensure he has up-to-date information re home games so that he can take pictures for the website, the yearbook and senior posters. If seniors/senior parents want a poster, tell Russ at the beginning of the season so that he can be sure to get the pictures needed. Contact Russ at russm01@suddenlink.net

CONCESSIONS: Some sports require parents to run a concession stand, so volunteers will have to be scheduled for this throughout the season. The coaches will direct you as to what to do regarding this.

GATE: Gate money is collected for some of the sports, so volunteers will have to be scheduled for this also. Again, the individual coaches will direct you as to what to do.

DIRECTIONS: It's very helpful to provide directions to the scheduled events. Sometimes the coaches do provide this, but often they do not. **Please check out the Sports section of the CCHS website where you can find directions to your opponents' venue.** If they are not there, you can call the school or check the WVSSAC website. Distribute directions to team members, so that no one gets lost on their way to a game! (It happens!) If you find better directions than what are posted on the website, please send them to Mr. Hoffman at school so that he can modify those that are on the website.

END-OF-SEASON PARTY: The team parent is also responsible for putting together a gathering of the athletes and their families at the end of the season. These parties can be held at someone's home, or at a public location, like Coonskin, a restaurant, etc. You can even rent the Commons, for a minimal clean up fee, if the date is available (check with Mrs. FitzGerald). In addition to the party, team parents usually collect a donation or purchase gifts for the coach and their assistants. Check with the individual coach as to what type of gathering they prefer for your end-of-season party and go from there.

SENIOR NIGHT: Our graduating athletes are honored and recognized on a designated day or night during the season. This may be done before, at the half, or after the particular sporting event takes place. Your coach will let you know the date of senior night and what format he/she prefers. Often this is based on what was done in previous years.

TEAM SPIRIT/LOCKER DECORATIONS: Some teams decorate the outside of the players' lockers with good luck signs or some other spirit sign before homecoming and playoff games. Use magnets or masking tape to attach the decoration to the locker. Keep it minimal and low-key....no candy please.

These are just some basic guidelines, but as team parents, feel free to be creative. Remember, delegation is the key word. It takes one or two team parents to be the organizer, but MANY parents to make the sports season run smoothly, thus providing a wonderful experience for everyone involved.

**If you have any questions, please call this year's team parent coordinator:
Paula Jameson @ 304- 539-2088.**

Revised 8/2013