

Middle 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 LUNCHESES: (See guidelines on separate sheet.) Note: You should receive your team lunch date(s) from either the coach or Bill Gillespie, Athletic Director. Bill, Debra Sullivan and the coach determine the team lunch dates.

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 and the yearbook. 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: You can find directions to away games on our CCHS website under "Sports." Make copies of the directions and distribute 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: End of season sports parties are individualized and personalized parties coordinated by the team parent. These parties are to celebrate the season's conclusion. They are also a time for any special recognition awards prepared by the coaches. 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 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, as a token of appreciation. The cost of the party and gifts are assumed by the team families. Players, parents, siblings, coaches, coaches' spouses and children all attend. Check with the individual coach as to what type of gathering they prefer.

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.**