

### **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, emails 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 LUNCHES:**

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 Jacob Nelson to schedule a date for team lunch. (see guidelines)

#### **GUIDELINES:**

- Food can either be potluck style or catered from ONE place.
- There will be a designated area to set up and decorate.
- Small decorations and table cloths ONLY.

#### **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:**

Team pictures must be taken for the yearbook. Mike Hall or Mike Switzer will take Team and Individual photos – please contact Jake Nelson for contact information if you do not previously have it. Any alternate photographers must be approved by Jake Nelson. A parent “team”

photographer would be a wonderful addition to your volunteers. The yearbook staff is always looking for additional photos for the yearbook. You can share photos of sporting events.

### **CONCESSIONS:**

Some sports require parents to run a concession stand, so volunteers will have to be scheduled for this throughout the season. The coaches or PVA Team Parent Coordinator can direct you as to what to do regarding this. The office will have a change bag available to use. Please contact the office a day or two in advance to make arrangements to pick up the money bag.

### **GATE:**

Gate money is collected for some of the sports, so volunteers will have to be scheduled for this also. Again, the money bags must be picked up before each game and turned into the administrator on sight. Make sure all paperwork is filled out before turning it in. The office will have a change bag available to use. Please contact the office a day or two in advance to make arrangements to pick up the money bag.

### **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:**

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. Middle school can not

be hosted at someone's home. You can even rent the Commons, for a minimal clean up fee, if the date is available (check with Mr. Villers). 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.

### **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. A dinner may be provided at the end of the event for the team and parents only. Posters may be available for decorations, balloons are allowed as well except for the Athletic Facility.

### **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. Parents must turn in locker decorations to the front office, the athletic director will make sure they are hung up.

### **Team Apparel:**

Some teams may order gear for coaches and team members only to wear (i.e. warmups). The artwork design and colors must be submitted to the Athletic Director for approval prior to ordering.

**Fundraising:**

Coaches are encouraged to schedule special fundraisers to help cover the cost of their programs. Team spirit wear is a popular fundraiser for many extracurricular groups at Charleston Catholic. All fundraisers must be submitted to the Athletic Director for approval by the principal in advance. Team spirit wear design and colors must also be approved prior to ordering.

**If you have any questions, please call this year's team parent coordinator:**

**Susan Jarvis**

**(304)-552-7831**

**PVA Team Parent Coordinator**