

## **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, 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. Lee Bradley will assign team lunch date at the beginning of the season.

The coach or team parent will be responsible for contacting Lee Bradley AND Kathy Crain to change the scheduled date for the team lunch at least 2 weeks prior to the date. 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: Team pictures must be taken for the yearbook.** Mike Hall at Photografix will take Team and Individual photos – please make arrangements with your coach and Mike for photos. Photografix 304-768-2000. A parent “team” photographer would be a wonderful addition to your volunteers. The yearbook staff is always looking for additional photos for the yearbook. Team Photos and other photos for the yearbook should be forwarded to [yearbook@charlestoncatholic-crw.org](mailto:yearbook@charlestoncatholic-crw.org). OR contribute content to the yearbook staff by uploading photos directly to their website for potential use in the book. You can share photos of sporting events.

**Share images directly from your phone by downloading the FREE hjeShare app using school code cchs2016,**

OR:

- 1) Go to [www.hjeshare.com](http://www.hjeshare.com)
- 2) Enter the school code: cchs2016
- 3) Locate the picture (file) you want to upload. You can Ctrl+click to upload as many as 10 photos at a time.
- 4) Click Open.
- 5) Click each thumbnail to select and enter any relevant information about the images.
- 6) Click Submit Image Information when you are done.

Be sure to share photos as soon as possible that the yearbook staff can integrate them prior to their quarterly deadlines!

**CONCESSIONS:** Some sports require parents to run a concession stand, so volunteers will have to be scheduled for this throughout the season. The coach 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 individual coaches will direct you as to what to do. 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. You can even rent the Commons, for a minimal clean up fee, if the date is available (check with Mr. Villars). 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:**

**Shannon Elliot**

**304-541-4356**

**elliott.shannon@yahoo.com**

**PVA Team Parent Coordinator**

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