

SHS Athletic Program

Team Parent Primer

Thank you for volunteering to perform one of the most fulfilling jobs at Sacred Heart and Hardey Prep!

Your mission is to organize the team effort, and serve as the main liaison between the coach and the parents. For your convenience, your primary duties are outlined below.

A former or current Team Parent will work with you to ensure that each of the duties outlined can be executed in order to enhance the player and parent experience.

Communication

- **Team Roster & Contact Data:** Gather e-mails, home phone numbers and cell phone numbers and create a full list of parents and players, and circulate it to all members of the team. (It seems best to start with the e-mails in the SHS Directory in order to get the ball rolling.) This should include both parents contact information if they do not live in the same home. It should include the e-mail and phone number that they check at least a couple of times a day.
 - Get the important contact information for the coach as well, as you may be calling him/her last minute to report changes in the team or discussing game cancellations. You should have his/her cell phone number even if they do not want to pass it out to the team.
- **Weekly updates:** Send a simple e-mail each week laying out the practices and games and soliciting rides for the students to away games. It can become confusing and your help in laying out the schedule week to week is important.
- **Coaches Letter:** Each coach should send a letter to the team and their parents with his/her sports philosophy and expectations for the season. You will send this letter out for the coach. This should be done as the season begins.

The letter will include the rules and regulations of your specific coach and his/her thoughts on the game, practice requirements and expectations. This makes your job as a cheerleader easier.

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- End of Season Survey: SHS will provide a survey to solicit reviews of the entire experience. Please get the latest survey from Mr. McTigue and distribute it to the parents. They will submit it directly to the school.

- Rides: As the school grows and the practices are often off campus, you must coordinate rides to/from practices and to/from games. It is helpful to solicit parents who often attend games to drive so that you can count on them.

It is also your job to attempt to accommodate those students whose parents work long hours, travel a great deal or live in outer areas of the cities or suburbs. Often these children need more support getting to games and practice.

If accommodating a players or parents schedule becomes overwhelming, speak with the coach and Mr. McTigue in order to work it out.

Not all parents can participate in the same way, but with your help they should all pull their weight as participants.

Coordinating Home Game Volunteers (For volleyball and basketball)

- Schedule at least 3 parents for each home game.
 - to operate the electronic scoreboard;
 - to keep handwritten stats
 - to man the snack table.

- Deliver the schedule in advance by e-mail to the parents so that they can plan on being at the game to perform their duties.

- Secure a time with Mr. McTigue to make sure that you have a sufficient number of parents trained on the electronic scoreboard.

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Parent-Coach Liaison

- You should be the primary contact with and for the coach. If the parents are concerned or unhappy with something having to do with the team, please attempt to resolve it with the coach. If further action is needed please direct all parents to the Dispute Resolution Process in the Athletics Summary Handbook.
- If the coach needs to communicate with the team and parents he/she should funnel all communications through you in order to keep the process simple.

Warn the coach that telling the players only (and not you and thus the parents) can result in the information getting forgotten.

Ideas for Optional End of Season Celebrations

- This will certainly vary by team and sport, but most teams want to get together at the end of the season. It can be anything from pizza in the gym after a game to a restaurant or going to a college or pro game in your sport. You will organize the gathering of the funds from the parents for this outing. You are not personally responsible for the cost of the outing.
- You may also organize a gift for the coach and assistant coach. This can be anything from a signed photo of the team or signed ball to a gift certificate. It is up to you.
- If there are two teams in your age group, you will want to get together with the other team for the celebration and gift mentioned above, as well as meet with the coaches to determine whether they will practice together and /or mix teams for games.

Please call or e-mail Mr. McTigue with any questions.

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Congratulations and have a great season.