

Team Structure and Responsibilities

Each team has a Head Coach and one Assistant Coach. It is also recommended that each team try to identify a parent to volunteer as a "team parent" to assist with assigning snacks, scheduling the end of season party, and sending reminders on key dates such as team photo day. PLEASE SHARE THE TEAM PARENT SUGGESTED GUIDELINES BELOW WITH YOUR TEAM PARENT.

Team Parent Suggested Guidelines

The team parent is an important member of the team and contributes greatly to the overall organization and performance of the team. Below is a summary of the tasks typically performed by the team parent.

Telephoning and Emailing

Email and the telephone are the primary links between the team parent and the parents. You can use them to:

- Place a reminder phone call on Thursday to the person responsible for snacks that week.
- Remind team parents of Team Photo Day.
- Send reminders about Friday Skills Clinics and game times.

Snacks

When the game schedule becomes available, you can assign each family a game where they are responsible for snacks. Distribute this master list of game times and snack assignments to the parents, and along with it a document that provides the snack instructions below explaining what should be provided for halftime and end of game snacks. This eliminates the need to explain the snack requirements each week. If necessary, parents can then swap weeks by contacting each other if scheduling conflicts occur. It is generally a good practice to remind the snack parent a couple of days before the game to avoid having to rush out during the first half of a game to buy snacks. If possible, do not ask the coaches to bring snacks as they do enough already.

Team Roster

Parents appreciate having a team roster so that they can contact other parents for car-pooling or changing snack schedules. Sometimes the coach will do the roster. If you are asked to make the roster, you may want to include the following: player's name, parents' names, address, phone number, emails.

Snack Instructions

For each game, the family in charge of snacks should bring:

- At least one orange, cut in sixths (for small mouths), for each child and coach. This is the halftime snack. Note – for lower divisions (5, 6, 7), half an orange per player may be adequate. Another option for halftime snack is watermelon.
- Wet washcloths or small hand towels to wash face / hands.
- Spray bottle filled with water for cooling down players on hot days.
- A team blanket to sit on.
- A trash bag.
- Ice cubes (for injuries).
- Extra hair ties.
- After game snack:
 - A small drink for after the games.
 - Snacks such as granola bars, grapes, etc.

Field Cleanup

The team parent is responsible for making certain that the field is trash free before parents and players leave (everyone should help). This is an important and often forgotten responsibility of the team and team parent. Please remember that the fields we use are provided as a courtesy and a privilege that could be taken away if we abuse this privilege.

Volunteer Evaluation Forms

In an effort to accumulate accurate and helpful information with respect to SBSC coaches and volunteers, the SBSC asks the team parent to be responsible for distributing and collecting the Volunteer Evaluation Form at the conclusion of the season (please provide your team parent a copy of Appendix O in printed or electronic form). These can be delivered to the Coaching Coordinator by email (if you receive copies back electronically) or by mail. The forms must remain confidential and should be delivered in a sealed envelope. The Division Coordinator or Coaching Coordinator will provide information on the exact procedure at the end of the season.

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