**ST. PETER ATHLETIC TEAM PARENT DUTIES**

The team parent position was created to aid in communication between the coach, program manager, team parent liaison and the team. Your primary responsibility is to disseminate information provided to you by one of the above parties. Communication is vital to a team’s success.

**Specific Duties:**

* Promote good sportsmanship
* Help with any/all communication efforts from coach, program manager, team parent liaison, etc.
* Assign work shifts to all team parents (see below for a sample work schedule)
  1. Distribute work shift assignments to all members of your team. It is the parent’s responsibility to trade/find a replacement if the time slot that they have been assigned does not work; it is not your responsibility.
  2. Notify all 1st shift workers to meet at **practice door** 45-minutes prior to first game scheduled
  3. Notify all last shift workers that they must stay until all cleanup is done
* Make and implement a phone/text tree for practice changes, updates to schedule, tourney play, etc.
* Complete & submit tournament registration/forms for coach
* Provide reminder calls/e-mails for work list
* Distribute reminders / flyers to all of team parents for family nights, upcoming events, etc.
* Keep track of scores of all games – (info needed to do tournaments)
* Assign a team photographer to take pictures. Turn in team pictures to “We Won” section of News Tribune <http://www.newstribune.com/mailform/we-won/> ; also send copies to [athleticdirector@stpeterjc.org](mailto:athleticdirector@stpeterjc.org)
* Introduce yourself to your team so they know who to ask with concerns, etc.

**THANKS FOR ALL YOU DO!**