



## **TEAM PARENT/GUARDIAN**

As the Team Parent/Guardian, you will be the primary point of contact between the parents/guardians, coach(es) and Athletic Department. Performing the Team Parent responsibilities ensures that the season runs smoothly and is filled with team spirit, and increases the time coaches spend coaching instead of managing administrative tasks. As the team parent, it is NOT your role to intervene with coaches on behalf of players and/or their parents/guardians (and vice-versa).

## **RESPONSIBILITIES**

- Send welcome email to parents at beginning of season.
- Provide a team roster that includes the players' names, numbers (if applicable) and parent/guardian names.
- Send athletic event reminders with date, time, location, opponent, uniform color (if applicable) and bus schedule (provided by Athletic Department).
- Assist coach with special requests (e.g., season kick-off meeting, team bonding events, end of season party).
- Assist Athletic Department with special requests (e.g., communicating schedule changes, coordinating Senior Recognition).
- Encourage parents to attend and cheer at events (including wearing BluesGear), and to take photos (used for internal purposes and the Athletics Banquet).
- Submit photos (good ones) to Urban's Marketing & Communications Department
- Help organize carpools, if needed.
- Report final scores to Athletic Department.
- Remind parents and players to return uniforms.

Note: cc coach(es) and athletic directors on all communications.

## **OPTIONAL / EXTRAS (strongly encouraged)**

- Create a snack schedule (send a reminder 1-2 days before the athletic event and a thank you after the event). Please be aware of food allergies (contact [healthsafety@urbanschool.org](mailto:healthsafety@urbanschool.org) if you need confirmation).
- Organize end-of-season team party (if safe to do so).
- Send thank you email to visiting guest player's parents.

- In the unfortunate event of a player injury, contact the player’s parents with get well wishes and an offer to help.
- Send athletic event live updates to the parents via an app like GroupMe (communications to be limited to positive and supportive language and honor all requests for privacy from parents).

**Term**

The Team Parent/Guardian will serve a single season term.

**SAMPLE WELCOME EMAIL**

Hello Urban {insert sport name, e.g., Girls Varsity Soccer} Parents~

Welcome to the {insert year, e.g., 2021-22} season! I'm {insert your name, player’s name and your relation to the player} and I'll be the team parent this season. Please feel free to use this email thread to reach out and ask questions, request rides, etc.

**Practice Schedule**

Practices will be held {insert practice schedule; include transportation info here, too - e.g., “Bus service will be provided to the fields and back to Urban.”}

**Game Schedule & Snack Sign-up**

{insert link to Google Sheet if you choose to coordinate a snack schedule, and/or instruct parents/guardians to refer to Urban’s athletic calendar for the game schedule}

**Sample Schedule and Snack Sign-up:**

Date & Time	Home/Away	Opponent	Location	Jersey Color	Snack Volunteer
Monday, May 1 4 pm	Home	University	Beach Chalet	Blue	John Doe

**(delete the paragraph below if you are not coordinating snacks for the team)**

Traditionally, families have provided a post-game snack for the team. Ideas include tangerines, bananas, protein/granola bars, individual bags of popcorn and homemade baked goods. Please send what works for your family – the thought is what matters. Let me know if your child has any food allergies/intolerances, and I will share with the snack volunteers.

**(delete the “New Parents/Guardians” section below if there are no new parents/guardians to the team or if the entire team is new)**

New Parents/Guardians,

Please join me in welcoming the following parents to the team:

{insert parent name(s), player name and grad year - e.g., John & Jane Doe (Bob '25)}

Photos

If you enjoy being behind the camera, would you please take photos and forward the good ones to me? They may be shown at the Athletics Banquet, included on the Urban Instagram and/or added to Urban's website. Thank you!

BluesGear

Elevate your wardrobe and show off your school spirit by wearing a Blues original from the Urban athletic catalog:

[https://teamlocker.squadlocker.com/?\\_ga=2.38012842.844167145.1552697980-1252409595.1540241031#/lockers/urban-school-of-san-francisco?\\_k=3yrmsv](https://teamlocker.squadlocker.com/?_ga=2.38012842.844167145.1552697980-1252409595.1540241031#/lockers/urban-school-of-san-francisco?_k=3yrmsv)

I'm looking forward to a great season and hope to see you all {insert an event location, e.g., "on the sidelines," "in the stands," "at the regatta"}

GO BLUES!

~ {insert your name}

### **SAMPLE EVENT REMINDER EMAIL**

Hi Blues Parents,

Following are the details for tomorrow's {insert event name, e.g., "game," "match"}:

**Who:** Urban ({insert "home" or "away"}) vs. {insert opponent} ({insert "home" or "away"})

**Where:** {insert location, e.g., "Beach Chalet - Pitch 1A/1B"}

**Time:** {insert time}

**Jersey:** {insert uniform color, if applicable}

**What to Bring:** mask, water bottle

{insert statement about transportation - e.g., "Bus service will be provided to the game (bus leaves Urban at \_\_\_\_, but NOT back to Urban.)"}

GO BLUES!

~ {insert your name}

## URBAN SPORTS BY SEASON

### Fall (9 team parents)

Cross Country - Coed  
Varsity

Flag Football (club) - Boys  
Varsity

Golf - Girls Varsity

Sailing (club) - Coed

Tennis - Girls Varsity

Tennis - Girls Junior  
Varsity

Volleyball - Girls Varsity

Volleyball - Girls Junior

Varsity Volleyball - Girls

Frosh/Soph

### Winter (9 team parents)

Basketball - Boys Varsity

Basketball - Boys Junior  
Varsity

Basketball - Boys

Frosh/Soph

Basketball - Girls Varsity

Basketball - Girls Junior

Varsity

Sailing (club) - Coed

Soccer - Boys Varsity

Soccer - Boys Junior

Varsity

Soccer - Girls Varsity

Soccer - Girls Junior

Varsity

### Spring (11 team parents)

Baseball - Boys Varsity

Fencing - Coed Varsity

Golf - Boys Varsity

Lacrosse - Boys Varsity

Lacrosse - Girls Varsity

Softball - Girls Varsity

Swimming - Coed Varsity

Tennis - Boys Varsity

Tennis - Boys Junior

Varsity

Track - Coed Varsity

Volleyball - Boys Varsity