

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. Your responsibilities will help to ensure the season runs smoothly and is filled with team spirit, and to increase the time coaches spend coaching instead of managing administrative tasks. As the Team Parent/Guardian, it is NOT your role to intervene with coaches on behalf of players and/or their parents/guardians (and vice-versa).

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

The following list represents the typical responsibilities of the Team Parent/Guardian. The actual responsibilities may vary depending on the needs of the coach.

RESPONSIBILITIES

- Send welcome email to parents/guardians at beginning of season. (Sample email available upon request from the Parent Engagement Committee Co-Chairs.)
- Send athletic event reminders with date, time, location, opponent, uniform color (if applicable), and bus schedule (provided by Athletic Dept.).
- Assist coach with special requests (e.g., season kick-off meeting; team bonding events; end of season party).
- Assist Athletic Dept. with special requests (e.g., communicating schedule changes, coordinating Senior Recognition).
- Encourage parents/guardians to attend and cheer at events (incl. wearing Urban spirit gear), and to take photos (used for the Yearbook and the Athletics Banquet).
- Submit photos to Urban's Marketing/Communications Dept.
- Help organize carpools, if needed.
- Report final scores to Athletic Dept.
- Remind parents and players to return uniforms.

OPTIONAL / EXTRAS

- 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.
- Organize end-of-season team gift for coach(es).
- Organize end-of-season team party.
- Send thank you email to guest player's parents/guardians.
- In the unfortunate event of a player injury, contact the player's parents/guardians with get-well wishes and an offer to help.
- Send game live updates to the parents/guardians via an app like Group Me (communications to be limited to positive and supportive language).