

Team Parent Roles and Responsibilities

Team Liaison

1. Coordinate chaperone policy for team including number of chaperones and payment (room costs, air fare, coach costs) info. Provide this information to team for each “away” tournament in email format. Include date money is due. Identify Chaperones for each Travel Tournament as early in club season as possible.
2. Collect travel expenses for entire team, for each tournament and provide to MDJRS (drop off at Sports Center – use marked envelope and place in mailbox – all team monies should be submitted together).
3. Communicates from Board----any club info; change of schedule/practice/tourneys
 - email updates to entire team, Coaches, and parents as needed.
 - handouts may also be utilized if need-be
4. Maintain TEAM BOOK - lists names, addresses, phones for players, parents, and Coaches, as well as birth certificates (copies) and medical forms in case of emergency. Tournament information, directions, costs, hotel phone numbers and results of the tournament. ***Second copy of team book for the Team Coach to carry to tournaments for courtside for Open and Elite teams.

Tournament Coordinator (TBA FOR EACH TOURNAMENT)

1. Team point of contact with the Travel Coordinator, Lili. Identify your name and share cell phone numbers for tournament questions, hotel questions, emergencies, etc.
2. Maintain list of conflicting dates for team members; include additional local tourneys; (Identify important family dates players unable to participate, SAT testing dates, Prom, etc.) Be sure coaches are aware of players’ dates of unavailability. NOTE: Importance of Commitment to the team!
3. Communicate with team: tournament details (times, location of court etc ...)
4. CHRVA / Juniors / Girls Pools
5. Coordinate transportation of balls, carts, and TEAM BOOK
6. Each team should have a portable ball- carrying bag, balls, a cart.
7. Small medical kit may be desired
8. Responsibilities for transporting to each tournament may be assigned to another parent or a player, rotating throughout the season.
9. Coordinate Team CHECK-IN to tournaments and the Hotels (either all together as Maryland Junior Club or as a team or as individuals- should be clear before arriving)

Officiating Coordinator (TBA- Coordinates with Coaches)

1. Make sure enough girls complete scorekeeping clinic
2. Make sure enough girls complete refereeing clinic
3. Scan/email completed evaluations, as stated on forms
(Check with Coach) Make sure work team assignments are fair; sets up “work” assignments for tournaments ahead of time, i.e., scorekeepers, down refs, flags; OR coordinate with coaches just so that girls know when and where they need to be “working”.
*** CLUB POLICY-ALL PLAYERS ARE REQUIRED TO STAY DURING WORK ASSIGNMENTS – TEAM PLAYS TOGETHER AND STAYS TOGETHER***

Fund Raising Coordinator (TBA—Coordinates with MD JRS overall Fund Raising Coordinator)

1. Team point of contact with the Event Fund Raising Coordinator
2. Distributes information, collects orders, distributes product and maintains records
3. Motivate players/parents to help fundraise!
4. Ideas from Nick.... Hersheys, See’s Candies, Cups

Social Coordinator (TBA---coordinates where available)

1. Plan social events to help the girls get to know each other better
2. Make “Rooming Lists” for hotel rooms to circulate girls with all members on the team
3. Help Coordinate lunch/dinner meals at travel tournaments for the players/coaches/parents (if Social Person attending)
4. Birthday Recognition celebrations --- if desired

Most important – communicate with coach! Verify what your role will be on this team...