

Team Parent Guide



Thank you for volunteering to be a FC Elite team parent. As team parent you are an important part of the Club communication network. You will make it easier for the Club and Coach to communicate to the other parents and players. The following are a few of the responsibilities of the team parent.

- **Practice schedules** - Team practice schedules are set in advance and are posted on the www.fcelite.org web site. In the event there is a late change in the practice schedule the Club or Coach will contact the team parent and ask them to communicate the change to the other players and parents.
- **Tournament arrangements** - Tournament information is usually posted on the website on the team page the week of the tournament. Directions to the playing facility are posted on the website and each player should be at facility, dressed and ready ½ hour prior to first match.
- **Hotel arrangements** - If the team is staying overnight the Club will select a hotel and reserve a block of rooms. If players are staying at other hotels or are traveling the day of the tournament you should know that too. Once at the hotel you will also need to create a list of which rooms the players are staying in.
- **Pictures** - Each year the Club holds a year-end banquet to celebrate the season. One of the highlights of the banquet is a slide show created from pictures taken throughout the year. As team parent you will need to remind the other parents on the team to collect pictures for the banquet. These are needed by the end of April. These can be pictures of any club-related activity. They can be team or individual pictures or pictures of parents and other family members. They can be game pictures, traveling pictures, pictures from the hotel, etc... The more pictures we have to chose from the better the slide show will be. We prefer digital pictures on a disc.
- **Absent Player** - If a player can not make a practice or tournament and is unable to contact their coach, they should contact the team parent. The team parent can then let the coach know about the absence.

Other suggestions for Team Parents

Once the team is selected the Club will provide all parents with a list of names, phone numbers and e-mail addresses. Contact all of the parents on your team and let them know that you are the team parent. Ask them what their preferred method of contact is. You might also want to collect cell phone and work or emergency contact numbers.

Establish a back-up team parent. Let the coach know who this is.

Establish a calling tree on your team. This will reduce the number of calls you have to make.