

# TEAM PARENT *Checklist*



- Attend Team Parent Meeting and Get Info
  - Team Sideline
  - Uniforms & Team Banners/Flags
  - Picture Day
  - Yearbooks
  - Volunteer Responsibilities
  - All-Stars Selection Process
  - League Fundraising Events
  - Opening Night Ceremonies/Opening Day
  - Cancelled Games/Practices (Weather)
  - Rivercats Night
  - League Sponsors
  - Concussion/Hydration Forms
  - End of Season Picnic/Team Party
- Set up Team Site with Players and Parents Info (Team Sideline)
- Send Out Welcome Email to Players' Families. Include Info About:
  - Uniforms
  - Picture Day
  - Find Volunteers (if didn't do at Team Meeting)
  - Team Sideline
  - Opening Night Ceremonies/Opening Day
  - Collecting Money for Banner and Spirit Wear
  - Upcoming Fundraising Events and Rivercats Night
- Create Snack (or Snack Bar) Schedule (after days are assigned)
- Order Banner, Spirit Wear
- Organize End of Season Team Party
  - Send Out Email to Recruit Other Parents to Help Organize
  - Email Team with Party Details and Sign-up Sheet of What to Bring
  - Assign Volunteers with Tasks for the Party
- Purchase Coaches Gift
  - Collect Money from Each Player's Family
  - Buy or Create Gift
  - Buy a Card and Have Players Sign It
  - Present Gift and Card at Team Party