

# HF-L COUGARS YOUTH FOOTBALL

## Parent/guardian participation requirements

- The HF-L Cougars Youth Football organization is led by a volunteer Board of Directors. As such, we rely on the parents/guardians of our football players and cheerleaders to complete the tasks necessary to field teams and participate in games and competitions. This includes tasks in the Chow House, which is one of our primary sources of revenue that we use to keep registration fees down.
- A parent/guardian of each youth participant must commit to one of the jobs, described below, for the duration of the season. Note: If you have children who participate at different levels, you are expected to commit to a job for each of those levels. An exception to this rule is made for parents/guardians who sign up to be Board of Director members, coaches, medical staff, or team parents. These positions require extensive commitments beyond game days.
- You have the opportunity to select a job, on a first-come, first-served basis, at registration. If you don't sign up for a job at registration, you will be assigned one by the board's Director of Parent Participation.

## 2011 PARENT/GUARDIAN-PARTICIPATION JOB DESCRIPTIONS

**\*\*All positions must be filled for each level (A, B, & C)\*\***

**Chain Gang** – 3 per AWAY game. Positions included down marker and two chains. Using the down markers and chains, you are on the field keeping track of the downs and the field position of the ball during the downs. Chain gang reports to the field approximately 20 minutes prior to game start. Each referee has slightly different procedures, so they will give directions to the chain gang prior to the start of each game.

**Chow House Team Coordinator** – 1 per HOME game. This position will be trained in the operation of the Chow House by the board's Director of Concessions. You report to the Chow House prior to the beginning of each half to ensure the smooth transition of Chow House workers. You'll work with the Football and Cheerleading team parents and the board's Director of Parent Participation to make sure that parents who are assigned to the Chow House for the half are in place. You'll assign duties for counter, assembly, and grill work; you'll make sure workers for that half know where to obtain supplies as they run out. If you are the C Team coordinator, you will help direct set up. If you are the A or B Team coordinator and your team has the last game of the day, you will help direct cleanup.

**Chow House Set Up** – 2 per HOME game. Set Up (usually assigned to 2 C Team parents/guardians) – Assist the board’s Director of Concessions in preparing the Chow House for opening. Arrive about an hour before game time (corresponds with the time you drop off your C Team player for weigh-in and warm-up). Help unload food and supplies and get ready for the day by making coffee, starting grill, boiling potatoes, wrapping burgers/hots for first shift, etc. Stay until Chow House Team Coordinator has first-half shift in place.

**Chow House** – 5 per HOME game per half. You are assigned a shift to cover either the first or second half of the game. Duties vary, but a typical shift would be:

- 2 people at the counter filling orders and acting as cashier.
- 2 people assembling and gathering items for food orders.
- 1 person at the grill cooking and serving burgers and hot dogs.

Note: During the second half of the final game, clean up begins. If you are on duty during this half, you participate in cleanup.

**Clock Handler** – 1 per HOME game - Coordinates the time clock with the officials on the field. Duties are performed from announcer’s booth. Must watch game closely, including - officials for directions, out of bounds plays, time outs, scores, etc. First-time clock handlers should report to the announcer’s booth 30 min. before game time to receive training on the use of the clock.

**Fundraising/Merchandising Tent Set Up** – 1 per HOME games. (Usually assigned to C Team parents/guardians) – Assist the board’s Director of Merchandise set up and prepare for selling Cougars merchandise. Arrive about an hour before game time (corresponds with the time you drop off your C-Team player for weigh-in and warm-up). Help unload merchandise and set up the tent and tables. Stay until 1<sup>st</sup> game shift arrives.

**Fundraising/Merchandising Tent** – 2 per HOME games. Assigned a shift to cover either the first or second half of the game. You sell Cougars merchandise at the booth. Note: During the second half of the final game, clean up begins. If you are on duty during this half, you will participate in cleanup.

**Medical** – Required for all games and practices. Volunteers must have Red-Cross first-aid training – which we can provide. You’ll be rotated on a schedule for practices and games to give aid to injured players or cheerleaders.

**Monitor** – 2 monitors are required at every game (A, B, C) HOME and AWAY. Each player’s participation is monitored and recorded to assure that all team members meet the minimum number of required plays per half of each game. You use a tracking sheet and work at the sideline with a parent from the opposing team to keep track of plays. HF-L Monitors should report to the HF-L Cougars President, Rob Meehan, or other board member, 15 minutes prior to the start of each game. The Board President or other board member will give monitors the "game clipboard" with the recording sheets after weigh-in has been completed. An officer of the Board will give a brief "lesson" to explain the duties.

**Photographer** – Records the action of the season on and off the field during practices, scrimmages, and games. Edits their own photos each week, and submits the best for posting on the HF-L Cougars Web site and for the Cougars Yearbook. Web photos must be saved at a lower resolution due to file size restrictions. Photos for the Cougars Yearbook should be at the highest resolution possible for printing.

**Team Parent** – This is a critical position and requires a solid commitment for the season. As a team parent, you help ensure that the games run smoothly. Duties include:

1. Arrive at games at least 30 minutes prior to the start. Be sure parents/guardians are in place and know how to do their assigned jobs. Find substitutes when necessary. You must ensure that the ALL field workers are in place. Without the workers on the field, we must forfeit the game.
2. Coordinate communication as needed between coaches and parents - phone calls, handouts, answer parents' questions, etc.
3. 2-3 days prior to a game, remind parents/guardians of their assigned job: make sure they know who they report to, what their job is, and the time to arrive at the field.
4. Create schedule for half-time snacks for players. See "veteran" team parents for details/possible ideas. (OK to delegate to another parent) Note – there is only a half-time snack.
5. Plan and execute gift/thank you for coaches and assistants. Get this underway shortly after season starts! See "veteran" team parents for details/possible ideas.

**Video Recorder** – 1 per HOME and AWAY games. You report 15 minutes before the game. The recorder films games from above announcer's booth for home games and the best vantage point for away games. Only the recorder is allowed on the roof of the announcer's booth. Make sure that the DVD recorder is set to extended play and is turned off during time outs, half time and injuries.