

Team Parent Duties

- Sign up on dibbs for team Parent
 - HFC to make admin for team websites.
- Update/correct roster on both GLIFC and HFC
 - a. Add & Title Coaches
 - b. Add/correct #'s
 - c. Add player photos
- **Contact opposition head coach/club to ensure the time and location is correct each week (by WED).**
 - a. Go to <https://www.glifc.com/board> -> find club reps and email/ call.
 - a. Could also check the team page for that team on GLIFC.com to see if the coaches info is there.
 - b. With so many teams, we will want to include our club/grade level/ and color team.
 - c. Send update to the team via sportsengine chat that the time and location has been verified.
- Verify team ball bag is onsite and includes: (maybe assign a team equipment person to do this)
 - a. First aid kit
 - b. Ice packs
 - c. Athletic tape
 - d. Game ball
 - e. Kicking tee
 - f. Kicking block
 - g. Extra mouth guards
- Upload pictures/videos to SportsEngine/facebook page (from time to time).
- Update any player stats that are known (from time to time).
- **Verify that all dibbs items are covered for their team game (Friday Before).**
 - a. Work with team/board to fill any missing items

NOTE:

Dear Team Parents,

One of the most important roles of the team parent is to verify that the game time and venue is correct each week. Here is the template I sent our team parent. Use it, alter it, or junk it, but we want to make sure someone verifies we are all at the right place and time each Sat.

Please make sure someone from each team reaches out yet this week.

Away Games Template:

Dear [\[opponent\]](#),

I am the Team Parent for Hortonville **[team grade & color]** and just wanted to reach out and verify that our game time and venue this Saturday is correct:

Venue: [\[school/park\]](#)

Game Start Time: [\[verify here\]](#)

If correct, please let us know where teams should warm up and when they can begin warmups. If incorrect, please update us right away.

Sincerely,

[team parent contact info]

info@hortonvillefootball.com

Home Games Template:

Dear [\[opponent\]](#),

I am the Team Parent for Hortonville **[team grade & color]** and just wanted to reach out and verify that our game time and venue this Saturday is correct:

Venue: Hortonville High School
155 Warner St.
Hortonville, WI 54944

Directions Link: <https://goo.gl/maps/UroXYY5oGpp7ptup8>

Game Start Time: [\[verify here, but generally 6th @ 4 PM, 7th @ 5:30 PM, and 8th @ 7PM\]](#)

We have the High School turf stadium, so no metal cleats, seeds, gum, food, or soda is allowed on the field. Please also keep players off the track.

There are two warm up fields located just outside the stadium which teams can use any time prior to their game.

Concessions are available and there will be NO admission fee.

Lastly, we do announce all players prior to game time, so please make sure your roster is up to date on www.GLIFC.com, or send me a copy to relay to the announcer.

Sincerely,

[team parent contact info]

info@hortonvillefootball.com