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|  |  **SLVGS Team Parent Guide****2015** |

We would like to start by thanking you for taking on the role as the Team Parent of your daughter’s softball team. To make a team run smoothly, it takes many people and much more than just the coach so – thank you! And while you have taken on the responsibility of the activities of the team parent, we encourage you to solicit others to help you.

1. **Visors and socks:** Often teams have matching visors and socks to add to the overall unison of the uniforms. The team parent is tasked to finding and ordering socks. The same for visors or hats. Please remember your assistant coaches when ordering hats or visors for the team. Socks can run between $5-10 per pair with the visors running from $8-20, cost often being dictated by the printing costs to add the team name and/or girl’s names to the visor.
	1. When: If you are going to have matching socks and visors your target date is to have them by Opening Ceremonies (typically the first weekend in March). You can ask around for local print shops and/or sock websites.
2. **Contact List:** Coaches are given registration sheets for their team immediately after they draft their players. A contact list should be created as soon as possible from the registration sheets.
	1. Shutterfly.com or Teampages.com has simple ways to set up a team website that creates and posts the team roster, game schedule, snack schedule and team pictures!
3. **Game Schedule:** Once the game schedule for the league is provided to you by your coach, you will reformat it to be just for your team and printable.
4. **Snack Schedule:**  the girls love a healthy, refreshing snack after each game. We recommend you assign families to bring snack for each game.
5. **Pictures:** your coach, or a Board representative, will pass the picture packets to you before the picture day (the day of or day after Opening Ceremonies). Please pass out a packet to each team member and help collect them the day of picture. When the pictures come back – you will be asked to pass them out to the team members.
6. **Communication:** Email tends to be the quickest, easiest way to reach as many people as possible. If someone does not have email or check it regularly, you can take on the task to make phone calls but we recommend these tips to keep it simple:
	1. Tip #1: If someone does not have access to check email often, connect them with a “buddy”. The buddy is someone who is regularly on email and will be responsible to call or text the other person.
	2. Tip # 2: Ask for a response so you know who has/has not received the email.
7. **Closing Ceremonies:**
	1. Fund Raising – you will be responsible for organizing the year end fundraiser for your team. You can delegate!
8. **Trophies:** The league provides trophies for all 6 and 8u teams. 10u and Upper Division have play- off games. There will be trophies for 1st and/or 2nd place in each division. Additionally the season champions will receive t-shirts.
9. **End of Season parties:** You will organize this event with your coach(es)
	1. Ask for help and donations from the other parents
	2. Ask your coach if they want to give away anything to the kids (something small is fine)
	3. Identify a gift for all coaches (be careful not to forget anyone!)
	4. It is nice to get something small for scorekeepers (flower or thank you card is plenty!)
10. **Asking for money or donations:** Be direct, yet kind. “The cost of the visors and socks will be $25 per player. Please let me, or the coach, know if this causes any hardships”. Give people as much notice as possible.
11. **Team/League liaison:** Attend SLVGS Board Meetings monthly (1st Wed of each month)