



# Team Parent Job Description

## Thank You for volunteering to be your team's Team Parent.

The duties listed below are quite simple and should take no more than a few hours over the course of the entire season. Please become familiar with RBYB as it relates to the following items, so that you can answer questions and provide accurate information to parents on your team. Please use the team webpage email system to communicate with the team's parents and coaches. Do not use your personal email to initiate email communications to the team.

### Team Parent Duties

#### 1. Post-Game Snack

Info: Players' parents provide a small snack for the team after each scheduled game during the regular season and playoffs.

**Team Parent Duty:** Create and communicate a Snack Schedule to all parents.

Notes: Scheduled parents are responsible to clean up benches & tables afterwards.

Promote: Snack Ticket option – purchase snack tickets at the snack bar \$3 each

#### 2. Picture Day

Info: **2017 Season Saturday, Jan. 14<sup>th</sup> Team and Individual pictures are taken at the same time.** Specific times are assigned to each team. Do not be late. We have a very tight schedule on picture day. **Pictures will be delivered on Sunday, Jan. 28<sup>th</sup>. There will be NO last chance/make-up day for Team Pictures.**

**Team Parent Duty:** Communicate the team's assigned time to all parents.

a. Issue reminder to entire team via email and at practice a few days prior to picture day.

b. Distribute picture order forms

c. Pick up and distribute pictures to parents on picture pick up day.

Notes: Team Photos - players must be in uniform wearing color side out, no make-up date for team picture.

**Individual Pictures Only Last Chance/Make-up day is Sunday, January 28<sup>th</sup> from 9:00am – 11:00am on a first come/first served basis.**

#### 3. Snack Bar Duty

Info: Parents that did not opt-out will go online at RBYB website and pick their own scheduled time during the season. Parents will volunteer 1 hour per registered player to be completed by the last day of the season.

**Team Parent Duty:** Answer questions regarding:

a. \$35 Opt-Out Option vs. \$60 Deposit

b. Snack Bar Volunteer scheduling done online

c. Snack Bar deposit forfeit rules

Notes: Head Coaches only are exempt from snack bar duty. If a parent fails to show up for the time they selected online, they automatically forfeit their \$60 deposit. Parents can reschedule online during the season provided they reschedule prior to their selected shift.

Promote: Opt-Out Option is available all season. Parents that did not opt-out can change to the opt-out option by visiting snack bar.

#### 4. End of Season Party

Info: Teams usually plan a post season party. Parents often contribute money in order to purchase an optional "thank-you" gift for the coach.

**Team Parent Duty:** Plan a post season party or delegate the responsibility to another parent.

#### 5. Miscellaneous

Uniform Distribution – distribute by size as ordered during registration. Distribution by Coach or Team Parent

Team Gym Duty – If your team plays the last game of the day, team helps clean the gym.

### RBYB Contact Information

Team Parent Coordinator – Angela Winfrey EMAIL: team-parent@rbyb.org