

SWLA Knights Homeschool Athletic Association
Team Parent Duties

The team parent is a parent assigned by the coach that assists the coach in organizing the team's paperwork, fundraisers, and activities. Below is a list of duties to expect; however, the coach may need assistance with different activities throughout the season.

The duties include but not limited to the following:

-Fees: First, contact the Treasurer in order to coordinate the payment of fees; the coach will obtain a team roster from the Treasurer; this roster is to serve as a checklist in collecting all paperwork for each player. Collect and keep detailed record of fees; once the checklist is complete, return to the Treasurer; Keep receipts for all transactions.

-Organize fundraising activities: Approve all fundraisers with the coach and Athletic Board; Please note that parent and team shirts may not be used as a fundraiser for the team and a separate receipt book is to be used.

-Roster paperwork: The paperwork includes: ACEL official roster, player application, birth certificates, physicals, athlete code of conduct, parent code of conduct, and concussion form; Coaches keep on hand player app, codes of conduct and parents and athletes sign the player app saying that they received the concussion forms. ACEL official roster and birth certs are scanned individually, uploaded and properly labeled to google drive under birth cert folder. Physicals are scanned individually, uploaded and properly labeled to google drive physical folder.

-Coach's Code of Conduct: Ensure that each head and assistant coach signs the Coach's Code of Conduct and return to the Treasurer.

-Schedule Concession and Gate: Make a schedule for the parents of each athlete to cover gate and concessions. This schedule should be given to the Team Concession Parent as this parent is responsible for handling all other responsibilities regarding the concessions.

-Team communication: Assist the coach in communicating the team's activities with the parents.

****If there are any questions, please feel free to contact a board member****