

Falls Church Athletics Team Parent Duties and Information

Updated: January 2017

Welcome to one of the most important roles in Falls Church athletics, and thank you for your commitment to our athletes and teams! As a Team Parent, your primary role is to serve as a bridge between the coaches and parents in order to **communicate about, coordinate, and help get parent volunteers** for team activities and events. It also helps to be aware of how the activities and communications channels of the FCHS Athletic Boosters can assist you in your role.

Bridging the Coaches and Parents

Coaches need to get information to parents throughout the season. They also need parents help with team activities and fundraising. Your job as bridge includes the following essential elements:

- 1) Attend the pre-season meeting for all coaches and parents and introduce yourself! Explain to parents how their involvement is needed to make the season a success.
- 2) Collect the e-mail addresses and phone numbers for all parents and coaches—you may need to work with coaches to complete the lists.
- 3) Send an email at the beginning of the season welcoming all the parents to the team. The letter should explain that each family is needed to actively volunteer at least 2 times in the concession stand and/or spirit wear sales. Invite them to become Athletic Boosters to receive year-long admission to all home games, if they have not already done so.
- 4) Help secure volunteers as the season progresses for concessions, spirit wear sales, fundraisers, and any team activities the coaches plan, for example team dinners, end of season parties, and “Senior Night” functions, invitational tournaments, and out-of-state travel. It helps to break the event or activity into smaller tasks and ask each parent to volunteer to complete the task.

About the FCHS Athletic Boosters

The FCHS Athletic Boosters carry out a number of activities that help support FCHS athletics. They run fundraisers, for example the Our Fund letter writing campaign, Leaf Raking, and Booster memberships. They also manage concessions and spirit wear sales and send out the weekly Booster Blast e-newsletter. Here’s how we can help you:

1. The Boosters Volunteer Coordinator works to schedule concessions/snack bar coverage using VolunteerSpot.com (<http://fallschurchsports.org/main/volunteer>). Connect with the coordinator to learn more about this tool and how to guide parents to use it.
2. The Booster Blast provides useful information about such things as coaches meetings, special meets, and the Booster fundraisers. It also is a tool for you to get messages to parents and to generate excitement about your sports. Make sure you sign up for the Booster Blast and read it when it arrives. You can also send items or encourage parents to send items for the Booster Blast about your team—including game results and photos—to FCHSBoosterNews@gmail.com.