



# LIBERTY LIONS

GUIDLINE  
BOOKLET



# TEAM PARENT



This booklet is meant to be used as a guideline.  
It is in no way the only way you can do this job.

As a team parent for the Varsity Lacrosse team  
for 4 years, I learned as the years went on and  
made changes accordingly. You need to find a  
system  
that is comfortable for you.

The first and most important thing to have is a  
good line of communication with your coaches.















Be sure to recruit help when needed, this will  
allow you to enjoy your job and the games.  
Remember that you are there to help make the  
season enjoyable for the coaches, the team,  
the parents and yourself.



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**[www.libertyathletics.com](http://www.libertyathletics.com)**

Be sure to check this website for up to date  
info on your team's schedule.



You can also sign up to receive auto-  
matic notice of changes/cancellations  
via **[www.highschoolsports.net](http://www.highschoolsports.net)**

## **Coaches Contact**

The very first thing you need to set up is an open line of communication with your coach.

These days, the internet is usually the easiest way to stay in contact. Get an e-mail address that the coach will check on a regular basis.

Ask if there is a phone number that he/she would like you to use to contact him if needed.

Be sure to get all events approved by the coaches before you make any plans.

Then you can e-mail all info to parents and athletes as you get it. If you have sons, you will understand this. Boys tend not to bring any info home to parents. This is why team parent and coach contact is very important.

I know, that at this point in our children's lives we are trying to teach them responsibility but they still need some reminders!



## **Team Contact Info**

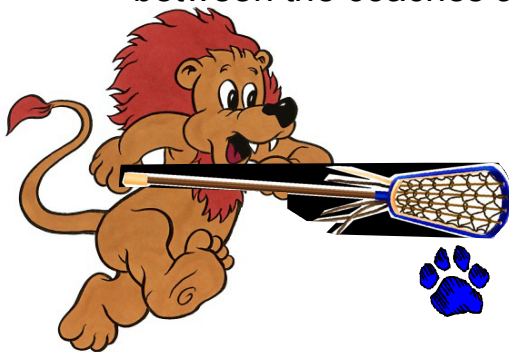
Send out a sheet of paper/chart for parents to fill in their contact info.

Be sure to include the following info:

**Name of Athlete**  
**Athlete's Jersey Number**  
**Athlete's Position**  
**Athlete's Grade**  
**Mother's Name**  
**Father's Name**  
**Phone**  
**Address**  
**Zip**  
**E-mail Address**

(some parents may give you a home and 1-2 work e-mail addresses)

Also, have the coach give you the names of the **Team Captains**. They are good liaisons between the coaches and the parents.



## **E-mail lists**

From your contact list create a group e-mail list.

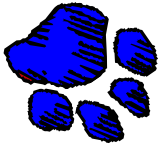
I have found this to be the fastest and easiest way to keep all parents up to date on any new info.

I also sent out e-mail reminders about Snack Shack Duties and Pasta Party updates and any last minute info that the coach needed to get to athletes and parents.

This is the most efficient way to communicate and it saves you a lot of time rather than making 30 phone calls.

I found that parents do appreciate if you send out all notices as BCC (Blind Carbon Copies). Then their e-mails are not easily accessible to others.





## **Snack Shack Duties**

Each team will be assigned specific games to work the Snack Shack. These games usually do not conflict with the sport that your athlete participates in. Be sure to have the name and number of the Lionbackers contact.

You, as team parent, will be responsible for making sure there is coverage for your team's assigned time. You will usually need 3-5 parent volunteers to work each assigned time.

If you would like to assign another parent this job that is fine. Be sure that you and the Lionbackers know who is responsible for covering your assigned times.

It is always good to send out a reminder a day or two prior to the assigned time to those who have volunteered to cover that event.

Each team is usually responsible for covering 2-3 games a season and each team is responsible for supplying a certain amount of coverage for the Homecoming Game in the fall.

A Lionbackers Manager will notify you with this info.





## Rosters

Most parents like to have some kind of cheat sheet with the list of athletes and their numbers.

I have always liked to include the name, #, position and grade of the athlete on one side and then put the teams schedule on the reverse side.

If you have access to a laminator, that is always a plus for bad weather survival.

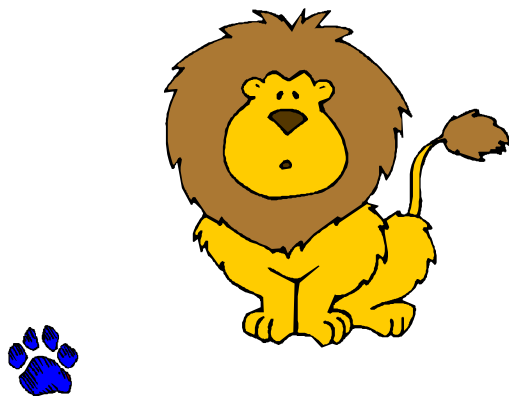
Again, you can do this if you choose, delegate it to another parent or opt to not have rosters available.



## **Team Photos**

If possible, it is always good to contact the coach prior to picture day and hand out the picture order forms to parents. This is not always easy but it does make sure that the forms get home. If nothing else, find out the date and time of team pictures and notify parents by e-mail.

Touch base with the coach and ask him to give you the pictures when they come in. You can distribute them at the next game and then the parents actually get the photos before the end of the school year or before they are run over by a car in the parking lot.



## **Pasta Parties/Tailgates**

Many of the teams like to get together the night before a game to load up on carbs for energy. It is also a fun bonding time for the athletes.

This can be done on a regular basis, just before big rival games or before home games. Get some feedback from the coach and the team on this.

I designed a food assignment list that worked well for me. I used jersey numbers to designate a food/drink assignment.

The host would usually provide the paper goods. I believe the Cross Country Team had a paper good supply box that just traveled from one party to the next. If you have left over snacks or drinks you can always send them to the next party or use them for after game snacks the next day.



## **Pre-game subs**

In the past, some teams have provided pre-game subs/pizza or snacks.

If the coach wishes to do this you will need to ask for parents who are available to pick up of the snack and set up for serving.

The lacrosse team has done this several different ways. At first they did it and charged each player a designated amount and it was collected when the snack was served. Last year we used fund raising money to cover this cost. We provided subs and Gatorade for the boys.

The parents serving will need to provide a table, napkins, paper plates and cups unless the drinks served are in small bottles.

Be sure to have the athletes clean up their trash.



## **Post-game snacks**

This is something extra that I did on my own but could be done on a volunteer sign-up basis.  
I only did this for away games.

I would send snacks of packaged cookies, snack mix bags, rice krispy treats, etc., one bag per athlete and a few extra for the coaches and managers. I would also send the Capri Sun Sort drinks, they are inexpensive @ BJ's and are packaged in boxes of 10.

Again, this was something that I just did.  
It is not necessary or it could be done on a rotation volunteer basis.



## **Senior Night**

This is an event that sometimes gets overlooked until the last minute. Last year I found that taking care of setting the date and getting the info out to the senior athletes and parents at the beginning of the season was very helpful.

Traditionally Senior Night is scheduled for the last home game. Check with your coach, he/she may want to choose another game to honor these athletes.

The Lionbackers will provide a flower for the mother of each senior athlete. You must contact the AD to let him know how many you will need and the date needed. Typically, Lionbackers will also supply some balloons to make the event a little more festive. Check with the Lionbackers contact for this information.



## **Senior Night Bio Booklet**

If you plan to do a Senior booklet it is best to get your info sheets out as early as possible. Have the athlete get the completed form back to you or the parent you have designated to take care of this ASAP.

If you can get them to submit via e-mail it will save you a lot of typing time.

The sooner that person has the info the easier it is to get the booklet compiled.

If you have access to a parent who can get color copies, this will make the booklet much nicer.

I usually used my color printer and wrote off the expense of the cartridge as a donation to the team. I would do enough color copies for each Varsity player and coach. Then I would run 30-50 black & white copies to have at the gate for fans.

This is always a nice memento for the athletes to have.



## **Candid Photos**

It is always nice to have some candid shots of the athletes. With the introduction of digital cameras it has been much easier to take and share photos with the team.

This again was something that I just took upon myself. If you have a parent who takes pics and would like to do this I know the rest of the team parents are very appreciative.

I would take candid shots at the games, come home and review & crop photos then e-mail my album to the team distribution list.

If you are not taking the pictures but have a parent who would like to do this, they can send you the album and then you can send it out to the distribution list.

Try to get someone to take action shots of the Seniors to include in your Senior Booklet.



## **The Seasons News Clippings**

This is also a nice extra if you or another parent would like to take on this project.

Many of us follow and save the news articles and the Prep Pulse that include your team. If you have someone who would like to collect and assembly a booklet of all of the articles that cover your team throughout the season, the parents and athletes are most appreciative!

This is easiest if someone begins at the beginning of the season and compiles the articles as they are released. This makes for a less hectic preparation at the end of the season.



## **Team Banquet**

You may want to check with the coach on a suggested date at the beginning of the season. Whether you plan to use the LHS cafeteria or rent a hall you will need to plan ahead.

Check with your coach to see what has been done in the past.

I have done this with different teams. You can use a caterer or do pot luck with assignments similar to the Pasta Parties.

Whether you use LHS or rent a hall the media center has a portable mike that you can use.

## **Coaches Gifts**

If you plan to purchase gifts for the coaches you may want to set a suggested donation and have the team captains collect this and turn it over to the adult making the purchase.



## **Team Apparel/Fundraising**

Check with your coach and see if they are planning to purchase any team apparel. They may have plans already.

Again, designate a parent who will be responsible for collecting monies and turning in the order.

Be sure to set your deadline date to allow for last minute orders.

Be sure that any fund raisers are approved by the coach and the AD.





Stay in contact with  
The coach!  
The athletes!  
The parents!

Keep in touch with the Athletic Boosters  
**[www.libertyathletics.com](http://www.libertyathletics.com)**

**ENJOY THE SEASON!**



**LHS FANS...ROAR!!!**

