



## **Liberty Athletic Boosters: Team Parent Information Packet**

Welcome and thank you for volunteering to be a Liberty High School athletics team parent! Your primary responsibility is to serve as a conduit of information between coaches and families and secondarily between the Liberty Athletic Boosters and families.

You do not need to perform all of these duties. Many teams have more than one team parent and some have families who spearhead certain team tasks. Never hesitate to enlist extra help when you need it!

Please don't panic at the length of this document. The Liberty Athletic Boosters believe that the more information you have, the better. It is organized chronologically from the beginning of the sports season to the end.

In your role as team parent, you will share information with other families provided by your coach(es) and at other times you will share information provided by the Liberty Athletic Boosters.

The Liberty Athletic Boosters support all of Liberty's athletic programs through fundraising, sponsorships, membership dues, snack bar sales, and our annual fundraising events. All athletic team families are invited to join and attend our monthly meetings. (More on the Liberty Athletic Boosters can be found at the end of the document.)

To assist you throughout the season, the following is an overview of team parent duties. These duties may change depending on the sport and the coach(es') expectations/needs. It may be helpful to sit down with the coach at the beginning of the season to get a sense of what he/she feels are the most important responsibilities.

### **Before the season begins/beginning of the season**

Since communication is critical to a team parent's job, decide on the best way to communicate with families and coaches. Some teams find it helpful to manage communication via an app such as SportsYou, where you can create sign-ups and manage volunteers, post schedules, rosters and updates. You can even post pictures from games on some sites. These sites can sometimes even send automated emails reminding families of upcoming deadlines and events.

Some team parents also like to send a weekly update email that includes all pertinent information for the coming week...game and bus times, uniform color, links and directions to games, etc. It is really up to you and the coach to decide the most effective way to communicate.

- Request a team roster from the coach. Coaches will have contact info for each athlete. You can use these to create an initial distribution list.
- Meet the Coach Night is another opportunity to reach out to families. Usually held early in the season, you can confirm and gather email addresses and enlist help for various tasks.

### **Snack bar duties**

- The Liberty Athletic Boosters manage and oversee two snack bars, one located at the main gate of the stadium and the other in the main gym lobby. The snack bar is one of the Liberty Athletic Boosters' major sources of income.

- Your team will be given dates for which your team needs to provide volunteers to help in the snack bar. There will be from one to three dates on which your team is responsible.
- All teams except football and cheer provide volunteers for Homecoming.
- Your dates should not conflict with one of your team's games.
- The dates will be provided prior to the first home contest so that there is ample time for teams to line up volunteers (dates may shift if games are rescheduled).
- Three to five volunteers are needed to work in the snack bar. Volunteers must be volunteered-trained, which can be completed online through the [Carroll County Public Schools website](http://www.carrollk12.org) (www.carrollk12.org).

### **Roster cards**

- Some teams find it helpful to provide families with roster cards to refer to when cheering on the team.
- Use the roster provided by the coach to make a list of players and jersey numbers so that athletes can be identified. Double-check with the coach to be sure that there haven't been any last-minute changes to the roster.
- It is helpful if the list is in numerical order by jersey number. The list can be laminated for families to use throughout the season. Or, the list can be provided as a picture through email or text that families can pull up on their phones.

### **Team photos**

- The date for team photos is determined by the athletic director and is communicated to the coaches prior to the beginning of the season. The coach may or may not ask you to be involved in the process.
- You may be asked to distribute picture forms.
- It is helpful to send a reminder about the team photo date and time and what to bring.

## **During the season**

### **Fundraising**

- Team fundraising should include at least an additional \$75 for the Liberty Athletic Boosters annual fundraiser event.
- There are expenses—such as coaches' gifts and banquet expenses—which may require additional team fundraising.
- Some teams hold fundraisers such as restaurant nights, car washes, coupon card sales, and other teams just collect a specific, pre-determined amount from each team member.
- Consult with the coach to see what additional expenses the team might incur during the season so fundraisers can be planned as early as possible. All fundraisers need to be approved by the school administration in advance.
- Consider submitting a request to the Liberty Athletic Boosters for funding support rather than, or in addition to, team fundraisers.

### **Game photos**

- Although not a requirement, photos from games can be fun for families and athletes to look through and even download and order as prints.

- These photos are often used to make senior posters and slide shows for the end-of-season banquet. (More on those below.)
- This is a great way to enlist the help of family members who have photography skills and who like to take pictures.

### **Pasta parties**

- Sometimes teams like to gather a night or two before games to share a meal and team bonding off the field.
- Families volunteer to host the party and other families provide food and drinks.
- Please be mindful of athletes who may have food allergies.

### **Pre-game food**

- Some teams like to gather prior to a game to eat as a team. Check with your coach to see if they want to do this and where.
- Decide on whether the meal will be potluck or athletes will pay to have food provided.
- If pre-game meals are a regular part of the season and the food will be purchased, it may be beneficial to collect money for this at the beginning of the season.
- Please be mindful of athletes who may have food allergies.

### **Bus/post-game snacks**

- Sometimes, a coach will request that bus/post-game snacks be provided.
- Decide if you want to collect money to purchase these throughout the season or if you want families to provide snacks on a rotating basis.
- Again, be mindful of food allergies. Snacks eaten on a confined bus can be particularly hazardous to those athletes with airborne food allergies.

### **Homecoming parade (fall teams only)**

- Athletes from fall teams typically walk in the Homecoming parade.
- You or another volunteer may need to organize candy donations and gather the team before the parade begins.
- It is always on Friday, prior to the Homecoming football game.

## **End of the season/post-season**

### **Senior Night**

- Typically held at the last home game, Senior Night is a celebration of senior athletes.
- Athletes are usually introduced either before or during halftime of the game and escorted by family.
- Information about each senior is usually read during the ceremony...how many years they participated, favorite team memories, special thank yous, and plans for the future are some things that are shared.
- Some teams encourage senior athletes and/or their families to make a poster montage of pictures that represent their time on the team or in the sport. These are usually displayed at the field during Senior Night.

- Organizers of Senior Night might want to create a [senior bio form](#) to gather the above information.

### **Team Banquet**

End-of-the-season banquets vary widely in their locations and the fare provided. Some teams opt to hold banquets off-campus in a rented space, others choose to hold them at school or even at local parks.

At some banquets, fully catered meals are provided, and others feature just desserts or are potluck meals. It is up to the coach, team parents, and banquet committee (if one was created).

- The date and time should be cleared with the coach before booking a venue.
- Typically, participation certificates, varsity letters, and team awards are presented at end-of-the-season banquets.
- Some also feature a slideshow of photos or videos that have been taken throughout the season.
- Coaches' gifts are usually presented at the banquet as well.

### **Coaches' Gifts**

- Coaches' gifts are usually presented at the banquet.
- Ensure that you collect money for the coaches' gifts ahead of time so you know how much you have available to spend on each coach.
- Many coaches are volunteers and receive no financial stipend from the school or the county for their service.

### **Additional Information**

- For information about the Liberty Athletic Boosters, visit [www.libertyathletics.com](http://www.libertyathletics.com).
- Follow the Liberty Athletic Boosters on Facebook and Instagram.
- Encourage families to join the Liberty Athletic Boosters. You can join at any time. Membership is annual and coincides with the school year.
- The Liberty Athletic Boosters meet on the first Wednesday of every month at 7 p.m. in the school's Media Center.
- For a county-wide athletic schedule, visit [www.carrollcountyathleticleague.org](http://www.carrollcountyathleticleague.org).
- For information from the Maryland Public Secondary Schools Athletic Association, visit [mpssaa.org](http://mpssaa.org).
- Questions regarding team parent responsibilities can be directed to the Liberty Athletic Boosters' team parent coordinator at [lionbackers@libertyathletics.com](mailto:lionbackers@libertyathletics.com).

**Thank you so much for volunteering to be a Liberty athletic team parent! The teams, the athletes, and the Liberty Athletic Boosters would not be successful without your support!**