



Varsity Liaison Responsibilities

You will be a direct communication link between the coaches and the team parents for all team levels. This position could be held by one or several parents.

1. Parent Emails - Attend the Parent/Coaches team meeting and acquire a list of e-mails for your team.
2. Team Buttons - Optional. Will coordinate and distribute buttons after team/individual pictures have been taken.
3. Team Dinners - Optional. These can be held at school or offsite. Please arrange through the athletic department if you'd like to hold them at the school. Set up a parent volunteer rotation. Some teams like to set up a rotation for away events only.
4. Senior/Parent Night - See head Varsity Coach for dates and specifics. Flowers and gifts can be purchased from the social/button fee collected for parents/seniors.
5. Fundraisers - They must be pre-approved by the head Varsity Coach and a fundraising form must be completed and received at the Athletic Office. This is available on the athletic website.
6. Action Photos - If you have a parent on your team that takes action photos from your season, please have them sent to Jon Hannam to be posted on the athletic website or a social media platform.
7. Social Media - With pre-approval from the head Varsity Coach, choose 1 parent to run a Twitter page for your team or assign 1 parent to send important information to the athletic department. Also, ask parents to follow the Cedarburg Booster Club through various social medias at <http://cedarburg.sportngin.com/>
8. End of Season Banquet - Coordinate with the head Coach.
9. Consider attending a Cedarburg Booster Club meeting- Meetings are generally held on the 1st Monday of each month, at 7:00 pm. They are located at the Upper IMC Conference Room.
10. Event Workers - Work with the varsity coach and AD to find parents to fill positions for mostly under level games. Examples could be chain gang, official book, scoreboard, etc. Some of these positions are paid!

Thank you for volunteering to be a Varsity Liaison!