



Team Parent Position Description

Definition:

A “Team Parent” is defined as a parent volunteer who coordinates various administrative, communication and other activities for KYFL and the cheer or football team head coach. The Team Parent also works with the Communications Director, Special Events Coordinator, and the Fundraising and Volunteer Coordinators to coordinate other KYFL related activities and events. You are a liaison between your team and the KYFL board.

Responsibilities:

The Team Parent is one of the key roles necessary for the success of our cheer and football program. As Team Parent, your responsibilities include:

1. Attend Team Parent Meeting at the beginning of the season after all teams have been selected.
2. Distribute contact information to all team/squad members
3. Send out Welcome E-mail to Players Families
 - a. Practice Schedule
 - b. Game Schedule
 - c. TCYFL Website Link
 - d. Volunteering Opportunities
 - e. Upcoming Events
4. Game Day Volunteers – You will arrange to send out reminders to families asking them to sign up through SignUp.com for the various volunteer opportunities. Each family must commit to 2 hours in order to fulfill the volunteer requirements.
 - a. Home Games – announcer, scorekeeper, chain gang, concessions, spirit wear, field set-up and/or tear down, videotaping, team photographer, 50/50 Ball Toss Raffle
 - b. Away Games – videotaping

5. KYFL/Team Communication - You will work with your Head Coach to help collect communicate practice schedules, practice and game changes or cancellations, other general team information. (Note - many of our communications already take place through KYFL email blasts, on our Facebook age, and through the Sports Engine App) You will also work with the Special Events Coordinator to help communicate information about Cheer competitions, Picture Day, Elburn Days, Pep Rally, Homecoming, Knights Out, End of Year Awards Ceremony and other KYFL activities.
6. Fundraising – You will work with our Fundraiser Coordinator to distribute and collect raffle tickets and raffle ticket money and assists with other planned league wide fundraising events.
7. Homecoming – assist special events coordinator with homecoming events, gifts, etc.
8. Coach Gifts – work directly with the communications coordinator and other team parents to determine how to recognize coaches.
9. Posting Pictures on Social Media (Facebook, etc.) Team parent would be responsible and have rights to post pictures and short stories on Facebook pertaining to game scores and or competitions.
- 10. Team Facebook Page (Optional) – you can use the page to share pictures and other team information**
11. Optional – coordinate EOY team party

Thank you for considering the Team Parent position! Your involvement is greatly appreciated ...and will help make the Kaneland Youth Football and Cheer Program successful!