



## Parent Rep Duties

The Parent Rep is selected by the Head Coach and works closely with that person for the full season. This position requires the Parent Rep to act as the team manager communicating between coaches, players, parents, and the Board. This position is vital to a successful season and the Board recognizes the effort that is required. The Board offers full credit of volunteer hours, for the season, for this service.

The role that each individual will play as the Parent Rep will be negotiated with the team's Head Coach. The following list contains the basic functions and tasks of the Parent Rep.

1. Attend regular monthly board meetings (April, May, June, July) during the season. Parent Rep must be present at a minimum of 2 of these meetings. If a parent rep is not available to attend they must have a team representative in their place. failing to meet these requirements will result in forfeit of the parent reps volunteer check.
2. Forward communications from the Board to all Team coaches and member.
3. Organize Team events, such as team pictures, banners, fund-raisers, and assisting with the distribution of uniforms.
4. Follow up with parents to collect forms (code of conduct, medical release, birth certificates) not turned in.
5. Collect, and turn in, FLAFA fundraising orders and money for the team.
6. Send out game and tournament information to team members, providing location (map), game time, warm up field, lodging and group dinner information (if necessary).
7. Organize registration, pins, gifts, lodging, etc. for Nationals tournament, if needed.
8. Organize year end team party (optional).
9. Update the Tri County website with team contact information, field locations for games and game scores.

Board updates should include any issues with fields, umpires, progress of team, scheduling or facilities issues, tournament wins. In addition, provide information on tournaments experiences that teams may want to participate in, or avoid.

Please note if there is a major issue of personal, ethical, or safety, take action immediately to your Board Liaison, Ethics director, or contact the FLAFA President directly.

NOTE: All or a portion of the duties listed above maybe assigned by the Head Coach. However, Parent Reps should discuss the details of the duties with the coach and both parties should agree up on the tasks to be completed by the Rep. The Parent Rep may choose not perform some of the duties and may either delegate to other parents or ask the Head Coach or First Assistant to help with these tasks.