



## Team Parent Job Description (2009-10 Season)

Thank you for volunteering to be a Team Parent. We have put together these basic guidelines to help make your efforts as easy and efficient as possible.

- Make sure game jerseys are cleaned regularly and make it to the games on time
- Communicate game and practice schedule changes as required
  - Our association scheduler will make the changes on the website and use the built in system to e-mail all team players, parents and coaches
  - Occasionally, due to last minute timing, lack of internet access or other circumstances a phone call(s) will be required
  - Please get to know your team and their scheduling needs
  - A team roster with complete contact information will be provided
- Distribute and collect funds for raffle tickets
  - 20 tickets per player @ \$5 each
  - Ticket stubs and proceeds (\$) must be turned in on or before 12/14/09
- Receive and Distribute Scrips Cards (details will be provided)
- Communicate fundraising committee needs for the annual Hat Trick Auction
- Communication liaison between coaches, parents and players
- Collaborate with coaches and assist with off-ice activities (teambuilding etc.)
- Organize end of year team party and trophy distribution
- **All Teams:** Help us all stay informed by sharing news about your team on the MCSA website (training materials will be distributed)
- **Comp B Teams:** Enter regular game reports and stats on the MCSA and MEAHA websites (coaches often take this responsibility)

Many have found that delegating some of these jobs to other parents is helpful.

If you have questions or need assistance, please contact me:

Kristi Bagnall  
MCSA Team Parent Coordinator  
(207) 542-3309 cell  
[nevertopharfarm@earthlink.net](mailto:nevertopharfarm@earthlink.net)

Our coaches, player and parents all benefit from your assistance and are very appreciative of your efforts. Thanks for everything you do for MCSA Youth Hockey!