
Team Parent Guidelines

Communication

- ✧ Contact the coach and introduce yourself as team parent.
- ✧ Ask coaches their specific needs and preferred mode of communication.
- ✧ Gather the following information:
 - from Susan Frew in the Athletic Office - roster & jersey #'s
 - from the parents - parent contact info (name, phone #'s, emails, etc.)
- ✧ Tell the parents how you will be communicating with them. If you will be using email then remind them to check their email often and to give you all emails that need to receive information. A weekly e-mail communication to the parents is recommended as it keeps everyone on the informed and updated.

Team Money

- ✧ At the beginning of the season collect a set amount of money from each family to establish a team fund or "kitty." This money will be used for expenses throughout the season including the buttons, team dinners, senior night, coaches gifts, team banquet costs, mailings etc. By collecting upfront you avoid constantly asking people for money and being left short. (Senior gift fee and parent costs to attend the banquet are separate from this fund.) See [Team Fund Estimation Guide](#) (Forms) to help determine the amount required to pay all of your team's expenses.
- ✧ All funds received by a team during the season should be spent for the benefit of the team.
- ✧ The team funds may be kept in the Fund Account with the Athletic Office. See [Team Fund Account Guidelines](#) (Info) to set up account. The team parent is responsible for keeping track of all the team expenses and controls how all the funds are distributed. See [Team Fund Accounting](#) (Forms) for an example.
- ✧ Management of the team fund is a good job to get a parent volunteer or one team parent to take responsibility for.

Team Money from Booster Club

Booster Volunteer Hours

- Teams earn money by working the Booster Hours assigned through the Booster Club (see "Booster Assignments" below). The formula for the number of hours each team is eligible to get paid is equal to the number of rostered players plus manager(s) plus up to two coaches x \$12. If all hours are worked a \$25 bonus is paid.

- *Example: If a team has 14 players and 2 coaches, the amount earned, provided all hours are met, is $(14 + 2) \times \$12 + \$25 = \$217$*
- Once **all** assigned hours are completed, complete the **Booster Reimbursement Form** online on the Booster website (www.lfhsbooster.org).
- Booster funds given to the team must be used for expenditures that directly affect the entire team.

Senior Day/Night

- The Booster Club will reimburse up to \$5 per senior for flowers.
- The Booster Club will reimburse up to \$50 toward the expense of the cake and beverages for the Senior Celebration.
- In order to receive reimbursement complete the **Booster Reimbursement Form** online on the Booster website (www.lfhsbooster.org). Then mail your receipts to Jon Wagenknecht (1050 Griffith Road, LF).

Banquet

- The Booster Club will reimburse up to \$25 per cake per team for the end of the season banquet.
- In order to receive reimbursement complete the **Booster Reimbursement Form** online on the Booster website (www.lfhsbooster.org). Then mail your receipts to Jon Wagenknecht (1050 Griffith Road, LF).

Varsity Team Travel Grant

- To assist Varsity teams that are participating in tournaments and camps outside of their normal season, the Booster Club will award grants of up to \$1000 via an application process.
- For details go to the Booster Club website(www.lfhsbooster.org). See handout and **Varsity Team Grant Application** (Info & Forms).

Athletic Development Grant

- To assist individual athletes that are participating in a recognized interscholastic sport and attend a sports camp during the summer, the Booster Club, will award an Athletic Development Grant up to a maximum of \$150 via an application process.
- For details go to the Booster Club website (www.lfhsbooster.org). See handout and **Athletic Development Grant Application Form** (Info & Forms).

Booster Assignments

Volunteer hours for the Booster Club may be assigned in the following areas:

- ✧ Working Concessions. Concessions must be worked by parents or a combination of parents and players on the team assigned. **At least one parent must work all shifts assigned.** If you are assigned to work concessions on a day with inclement weather, be sure to check your email or check lfhs.org for event cancellations. If an event is rescheduled you are

responsible for the new date. If it is not rescheduled, you will still be given credit for working the hours.

- ✧ Working in the Booster Boutique (located in basement of the high school). Team parents must provide to the Booster Boutique Coordinator a contact name and phone number of the person working the team's assigned days to work the boutique. EMAIL THE ASSIGNED PERSON TO:
 - Susan McMahon susanmcmahon@comcast.net
 - Susi Rowe susirowe9@gmail.com
- ✧ Assisting with putting up/taking down flags for events, i.e., Homecoming, Graduation and other "duties as assigned".

Your team's assignments are found inserted in the front pocket.

Team and Individual Photos

Formal Photos

LFHS typically makes arrangements to have formal team/individual photos taken by Fitzgerald's. You will be notified of the picture date and may be asked to send out a team reminder. Photo envelopes are usually given to players by their coach. A team parent needs to pick up the photo packets from Fitzgerald's to distribute at the team banquet.

Sportpics

Your team may be interested in professional action shots taken of players arranged through Sportpics, please see Sportpics Sign Up Sheet for instructions (packet inserted in back pocket of binder). Interested parents sign up with the Team Parent who collects the \$60 fee. The parents may also pay online. There is a 5 player minimum. Then contact Sportpics to provide sign up information.

Button Photos

You or a parent volunteer will need to take and print two headshots of each athlete, which will be made into buttons for parents to wear (see "Button Machines" below).

Collage photos & DVDs

- Many teams create a team collage, which is given to the players and coaches at the end-of-season banquet. A parent volunteer can take photos of each player or you can ask parents to contribute action shots of their athlete to be used in the collage. The collage can be created digitally and printed or created cutting & pasting photos and copying the original.
- Many teams also make a DVD of the season, action photos, team dinners, etc. The DVDs also make a great end of season gift for the coaches and players.

Button Machines

- ✧ Team parents traditionally make photo buttons of each player on the team for the players' parents. The button machines and accompanying supplies can be checked out by completing the Equipment Request Form in the Team Parent section of the Booster website (www.lfhsbooster.org).
- ✧ After arranging the date, the machine can be picked up and returned to 943 Morningside Drive, LF.
- ✧ There is a **mandatory 2-day turnaround** to make sure all teams have access to the machines.
- ✧ Directions and supplies are included with each button machine.

Team Snacks

- ✧ You should ask the coach what is required for team snacks. Based on that, you assign the team snacks for each game to a parent or group of parents. If a parent cannot provide snack the day they are assigned it is their responsibility to switch with another parent or find somebody to bring snack for them.
- ✧ Snack should be provided for each player, the coaches and team managers.
- ✧ **SNACKS MAY NOT BE DROPPED OFF IN THE ATHLETIC OFFICE OR THE MAIN OFFICE!!!**
- ✧ Snack providers should meet the bus in the back of the school at 3:00pm for Away games.
- ✧ The coach should determine where snacks should be dropped off for Home games.

Directions to Events & Weather Changes

- ✧ Directions to all events can be found on the LFHS website - Athletics homepage. Click on "Directions to Events" on the left bar. The directions are also on the last pages of the Parent-Athlete Handbook.
- ✧ Information relating to event cancellations will be made available most days by 2:00pm. The information is on the LFHS website - Athletics homepage and on the LFHS Sports Event Hotline, (847) 582-7400 ext. 5473.
- ✧ Every parent should also sign up with the Honeywell Instant Alert System. On the LFHS website click on "Instant Alert" on the upper left corner. Parents should sign up to receive "Activity" alerts. The instructions to do so are on page 3 of the Athlete Handbook / Scout Trails.

Parent Meeting

Parent Information Packet

You can distribute the Parent Information Packet at the parent meeting, which is usually scheduled by the coach and athletic department. The packet should contain the following information:

- Team Information (template in Forms, online at Booster website & Examples)
- Rosters (with address, phone #'s, athlete's and parents' names, jersey #, email address)

- Game Schedule
- Snack Schedule
- Booster Volunteer Hours Assignment
- Laminated “cheat sheet” for parents on sidelines (athlete’s and parents’ names and jersey #)
- Team and Individual Grants
- Yarn Ornament Information
- Booster Membership

Parent Volunteers

The parent meeting is also a great time to get volunteers for some or all of the following:

- Button photos (2 copies of head shot of each athlete) and button fabrication
- Hosting a Team Dinner. Ask parents to help bring food, drinks, and paper products. Typically each team has 3 team dinners during the regular season.
- Coordination of other special team needs such as Sportpics, Team Fund Treasurer, etc.
- Coordination of Senior Day/Night and purchasing Senior gifts (if applies).
- Collage & DVD photos and fabrication (given out at the end-of –the-year banquet).
- Coordination of End-of-Year Banquet and related duties.

Injured Players

- Players with season ending injuries are entitled to a gift of up to \$25 covered by Booster Club general funds (i.e., plant, book, gift certificate, team card).
- In order to receive reimbursement complete the **Booster Reimbursement Form** online on the Booster website (www.lfhsbooster.org). Then mail your receipts to Jon Wagenknecht (1050 Griffith Road, LF).

Senior Day/Night

- ❖ A junior parent should coordinate Senior Day/Night. This event is to recognize all seniors on Varsity and JV teams.
- ❖ Senior Day/Night is typically the last home game. Coordinate exact date, time, location and program with your coach. Confirm your plans with Jill Murphy in the athletic department.
- ❖ Coaches will recognize seniors for their involvement in their sport.
- ❖ Booster Club has Senior Banners, which may be used as decorations on Senior Night. Arrangements to use the banners are made with Gretchen Hardy (gshardy@comcast.net).
- ❖ Flowers are usually distributed to one senior parent. Some teams also give flowers to the senior player. Booster Club will reimburse up to \$5 per senior for flowers.
- ❖ Cake and drinks are often a part of the celebration. Booster Club will reimburse up to \$50 toward these expenses.

- ✧ Senior gifts are ordered and paid for by senior parents and are usually given on Senior Day/Night or at the end-of-season banquet.
- ✧ NO LATEX decorations.

End-of-Season Banquet

Banquet Type & Date

- Some sports have an all-level celebration and other sports divide by each level individually. Discuss with the coach and varsity team parent(s) to see if your banquet will be joint or not.
- The Booster Club encourages teams to have their celebration on campus or somewhere that does not charge a usage fee.
- If it is an all-level celebration, varsity team parents determine banquet date(s) with the coaches as early in the season as possible. All team levels contribute to organizing the celebration (set-up, clean-up, decorations). Varsity team parents secure the date with the coach and reserve the facilities with Jill Murphy in the athletic office.
- If it is an individual level celebration, the team parent should determine a banquet date with the coach, and then confirm date and reserve facilities with Jill Murphy in the athletic office.

Facility

- See ***Instructions for Banquets Held at LFHS*** (Info). After the room reservation is confirmed with athletic office, contact the cafeteria manager Daralee Larson (582-7771) with any request for supplies (tablecloths, silverware, napkins) and a count of participants. A cafeteria worker will be assigned to work all events at the high school. In addition, the athletic office will reimburse your team for the cafeteria worker assigned to your banquet. Please use the LFHS Expense Reimbursement/Check Request Form.
- You may specify how you would like the room laid out for the banquet. You may use the ***Floor Plan*** (Forms & Examples) to show how you would like the room to be arranged.
- Arrange for any screens, podiums, microphones, etc. that coaches may want.
- NO LATEX decorations!
- No tipping of school personnel assigned to work the event.

Food & Gifts

- Some teams have the cafeteria prepare the food, other teams order from the outside. The cafeteria can provide water (no charge) and lemonade & coffee for a fee.
- The Booster club will reimburse \$25 per cake per team. Submit receipts to Booster Treasurer.
- Unused team funds can be used to offset banquet expenses.
- Senior gifts funded by senior parents may be given at this time.
- Absolutely no alcohol at school functions, even if held off-campus!

Coaches Gifts

- ✧ Coaches are paid by LFHS for their efforts and the Booster Club discourages elaborate gifts.
- ✧ Material gift guidelines per coach: the lesser of \$50 or \$2.50 x the number of athletes
- ✧ Typical gifts may include items from the Booster Boutique or gift certificates from local restaurants and merchants.
- ✧ Coaches also often appreciate remembrances of the past season (i.e., video montage, team photos, autographed balls, thank you notes, stories, poems, etc.)

Fundraising

- ✧ If your team decides to do any additional fundraising (selling pizza, holding clinics for middle school students, selling raffle tickets, etc) prior approval of athletic director is required. **LFHS Fundraising Guidelines** (Info) can be found on the LFHS website - Fundraising found on the left bar. Complete the **Lobby Sales Form** or the **General Form** (Forms), which will be submitted to Char Ash for approval.
- ✧ Fundraising can occur after a team has completed all of required Booster hours.