

# Parent Rep/Team Manager

A parent rep is designated to each team and is the liaison between the association, coach & parents/families. Each team needs to decide what the most effective way to communicate throughout the season. If communication is association related, an email will be sent out to everyone that has an email associated with Windom Hockey.

## Responsibilities

- **Set Communication Channel**
  - Designate a source to effectively communicate with the coaches and families whether it's email, text or using a text application, such as REMIND.
  
- **Collect money**
  - Fundraisers and/or Apparel Orders
  
- **Communicate Important Dates/Events to team families**
  - Parent Meetings, Picture Days, Calendar turn in dates, apparel orders, etc.
  
- **Hotel Room Blocks**
  - Assist Coach with for away tournaments
  
- **Yearbook pictures**
  - Turn in photos from the season that parents to Windom Quick Print
  
- **Open & Closing of Concession Stand**
  - Unless someone else volunteers, the parent rep for each team will be responsible for opening and/or closing the concession stand if they are the 1<sup>st</sup> game, only game of the day or the last game of the day.
  
- **Game day workers**
  - Have a signup sheet or assign family members to work the following for HOME games. All families NEED share the responsibility of these jobs.
    - Scorebook
    - Timeclock
    - Announcing
    - Penalty Boxes x 2
  
- **Scorebooks**
  - Ask the coaches how who is responsible for the scorebook before, during & after games. All scoresheets must be turn into Jerome Robillard each week by Sunday, scores need to be reported to the district.
  - Player labels for scorebook – ask coach for them, at least 3 sets of labels will be needed for each game for the scorebook (home and away games). The labels need to include players, #'s and coaches.  
**(This may be something the coach has already and will take care of)**

- **Coach Gifts**
  - Most often money is collected from families towards the end of the season from team families (minus any family that has a coach) for coach gifts.
  
- **USA Hockey – Safe Sport Certification**
  - [www.usahockey.com](http://www.usahockey.com) Register and sign up for Ice Manger/Volunteer and take the Safe Sport Training Course. Certification needs to be turned into the Coach Coordinator/Safe Sport Coordinator or to the Registrar.
  - The course needs to be taken every 2 years and USA Hockey Registration needs to be done annually and turned into Coach Coordinator/Safe Sport Coordinator or to the Registrar.
  - There is NO cost to complete the above items for Ice Manager/Volunteers.