



McHenry, IL

MCHENRY JR WARRIORS YOUTH FOOTBALL

Team Mom Handbook

Role & Responsibilities

The Team Mom is an assistant to the head coach who helps manage and organize the NON-FOOTBALL activities during the youth football season. This handbook is simply a guide, not a requirement.

The Team Mom works out the details and duties with their Team's Head Coach, based upon his requests and requirements. The basic duties usually include helping with the administrative/organizing for the team, which then allows the coach to concentrate on coaching duties.

Generally, the Team Mom has the following responsibilities (which can also be delegated to other team parents):

Communication with Parents

Often the MJWYF Board will communicate important dates and/or events, information, participation needs, expectations to the Team Moms so that the Team Mom can then communicate those things to the players and parents on the team.

Team Shirts

Tradition has been that normally each team orders t-shirts with their roster on the back for the players and family to wear when attending games. It is the Team Mom's responsibility to get the order forms handed out and distributing the shirts.

Picture Day

MJWYF will have a designated 'Media Day' where the team pictures for the program will be taken however, the Team Mom is responsible for getting the forms handed out.

Equipment

MJWYF has designated dates and times to pick up the football equipment. However, once the practice season begins, there are items that may need resizing, etc. The Team Mom should work directly with the MJWYF Board – specifically the Equipment Manager to address any tasks of this nature.

Roster Sheet

Establish a contact list of all players and parents including email addresses and phone numbers and keep the team informed of practice schedules and/or schedule changes, game schedules, etc.

Emergency Contact List

Every team should have an emergency contact list that provides at least one primary contact number and at least one backup number in case of any emergency. Some other suggestions/options would be to include a list of any medications, conditions or allergies as well as the player's primary care doctor's name and number.

Volunteer List

Volunteers will be needed for special events and for weekly duties, especially for games hosted at home. It is the Team Mom's responsibility to make sure that every position is filled.

This can be done by having parents sign up on a first come, first serve basis or the Team Mom can assign these duties herself. If parents cannot fulfill their obligation, it is their responsibility to find a replacement.

Homecoming Party

The Team Mom will be the main point of contact for the Homecoming party. It is important to recruit volunteers and assign/delegate duties as early as possible.

Snack List

For every game coordinate one family to bring the team a snack. Be sure to either send out a couple of reminders each week leading up to the game for those forgetful parents or assign a backup to keep snacks on hand. We recommend giving out a suggested snack list to all parents and it is always best to avoid any nut items due to allergy.

End of Season Party

Each team will have an end of season party. The Team Mom would coordinate or confirm that proper communications are delivered to all players and parents. It is important to recruit volunteers and assign/delegate duties as early as possible.

Coaches Gifts

It is a tradition to get some form of gift for the coaches to show your appreciation.

Some gifts can be personal items, like signed footballs from the team or gift certificates to a store or restaurant. As Team Mom, you should poll the parents and decide whether or not to purchase a gift and if so what to get, as well as collect money to purchase the gift.