

TEAM PARENT HANDBOOK



Poway Pop Warner  
updated 7-2021

## **OVERVIEW**

Thank you for volunteering as a Poway Pop Warner Team Parent! PPW wouldn't be able to operate without all our amazing volunteers and we sincerely thank you for your commitment to helping make this season a success!

Throughout the season, you will be the coach's right hand, the "go-to" person for anything NOT pertaining to gameday & the field so the coaches can focus on everything that is on the field. As much as possible, remember the football and cheer teams are ALL integrated - extend your "extra activities" to include all football players and cheerleaders when possible. Please advocate for team sponsors (at the very beginning the season) as sponsorship is the primary means for team-specific fundraising. Make a point to get to know all the parents on your team on a personal level so they feel comfortable communicating with you throughout the season.

## **TEAM PARENT MEETING**

There will be a Team Parent meeting in the beginning of the season, typically the first week of August. The meeting is typically held at one of the practice fields.

## **TEAM WEBSITE**

Most teams opt to create and utilize their own team website, e.g. Shutterfly. Any team site like this needs to be password protected and private. While a website is not mandatory it is important to have a place for schedule, roster, pictures & contact information. It also allows parents to sign up for spotter/checker/chain gang, volunteer shifts, potluck items, etc. Please feature your team's sponsors on your team site as well.

## **(WEIGHT) CERTIFICATION**

You will typically assist the team's Business Manager at the Conference Certification event. Please assist the head coach in checking & double-checking everyone's attendance in advance – this is a critical pre-season event. Certification must be completed for all tackle football players.

## **PICTURE DAY**

You will be in charge of distributing picture day information and/or packages and helping "round up the troops" on picture day. As part of the team staff, you are a part of the team picture. Please confirm with the photographer that all members of the team are looking good in the picture (& looking at the camera)!

## **KICK-OFF PARTY (Optional)**

Organize a kickoff event if coach desires. This is typically simple, such as a potluck at a public park or a meet-up at a local restaurant. Please avoid events at private homes for liability/insurance reasons.

## **COACH'S SHIRTS, UNIFORM DISTRIBUTION & HELMET STICKERS**

Ask your head coach if you are to assist in ordering (matching) shirts for the coaches. Some coaches have shirts from previous seasons. Sometimes, multiple teams will coordinate an order. These need to be ready for the first game of the season, including personalization if desired. (Football) The game jersey(s) and game pants will be ready for distribution, typically during a last pre-season practice, so check with your coach about assisting with the distribution. For the tackle teams, helmet stickers will be available around the same time as the uniforms; team parents typically place the stickers on the helmets at a practice. Please do NOT distribute helmet stickers for players to place themselves.

## **SNACK SHACK**

Snack shack is a way for each team to raise money for the end of year party and end the of year gifts (& possibly travel for out of town competitions/tournaments). The team parent is responsible for collecting money or goods for the snack shack. All money raised will be held in the team bank account by the board. Football and cheer teams may coordinate snack shack duties or multiple teams can join together to share a day – decide in advance how to split the proceeds. The Board will provide a Square credit card reader to use to increase your sales (all service fees will be deducted from monies raised). It isn't required to use the Square but it will likely be a boost to sales. The PPW Venmo will also be available for patrons.

## **TEAM ROSTER FOR PARENTS & ANNOUNCERS (football)**

Before the games begin, it is helpful to create a small roster with the player's jersey numbers and their first & last names to laminate (optional) and give to the parents and cheerleaders to have at the games. To help facilitate team unity the cheerleaders names can be printed on the back of the roster.

Also, print rosters (unlaminated) sorted by jersey number for the announcers at each (tackle) game.

## **GAME REMINDERS**

It is helpful to send out a reminder email each week before the games with the location, time and job assignment reminders. Driving directions/maps are extremely helpful to send out in the reminder. If you are utilizing a team website, you can set it up to send the game information automatically each week but you might want to send a separate email out for the volunteers, so they have an extra reminder of their assignments.

## **SNACK SCHEDULE**

You will need to set up a snack schedule for the games. Consider asking for volunteers first then fill in as needed. For each game you will parents signed up to bring team (iced) water, oranges (football- for half time) and the after-game drink/snack. If you have a parent that is willing to be in charge of the team water for the full season, for example, it is a big help. Please remember to check if there are allergies on your team – if so, please inform your families to eliminate these from the list of items they bring.

## **GAMEDAY SIDELINE DUTIES**

Typically, team parents manage the football sidelines; which may include running water out on the field, keeping water bottles refilled, serving up the water, half-time oranges & post-game snacks to the players. Please check with your head coach about their specific preferences on involvement during practice and games. Remind players & coaches that there shouldn't be

oranges and sports drinks consumed on turf fields – take the half-time oranges off the field, save the sports drinks for post-game.

### **CHAIN GANG/CHECKER/SPOTTERS (football)**

Assigning these roles is part of the Business Manager's job, but it is best to work together on these assignments. You will need a Checker for every game. The team's Business Manager usually acts as the Spotter on home sidelines. The opposing team's Business Manager will also help the volunteers understand what is required to be the Checker. For Home games only, in addition to the Checker you will need 3 volunteers for the Chain Gang. The duties of the chain gang will be explained by the referees at each game. Volunteers need to report to the field 15-20 minutes before the game. Consider providing a link like this for your team -

<https://blogs.usafootball.com/blog/1543/what-football-parents-need-to-know-about-being-part-of-the-chain-gang>

### **TROPHIES**

PPW will order participation trophies for the non-competitive teams (Flag Football, Flag Cheer and Mitey Mite Football). Trophies will be provided to the competitive divisions **if** they win their division/cheer competition. Keep in contact with coaches to understand if competitive trophies need to be ordered. You need to provide a roster (football: with jersey numbers, in jersey order), with all names spelled as they want them to appear on the trophy, to the Team Parent Coordinator. You will be notified when trophies need to be picked up. It is the team parents' job to check the spelling (and football jersey names) within the first few days of receipt in case any trophies need to be re-made.

### **END OF SEASON CELEBRATION**

You will be in charge of organizing the End of Season party. Typically, the majority of funds raised during snack shack day will go toward this party. Be sure to talk to your coach to see what ideas they may have.

### **PLAYER AND COACHES GIFTS**

Most team parents will coordinate the year-end gifts for the coaches. Talk to your head coach as they may have something in mind for the assistants & staff. Depending on the amount of team funds raised, in addition to the trophy, each participant may get a small gift from the team (i.e. DVD of game footage, pictures, poster, etc.). All staff should be acknowledged with some sort of gift. It is typical to get the head coach a bit more than the others.

### **TEAM FUNDS (BANK ACCOUNT)**

All team funds are held by the PPW Board. No staff member should be holding on to money. (This is an IRS issue). If parents submit donations through Venmo or PayPal, please work with the Treasurer to be clear on which donations are designated for your team. All requests for team funds must be submitted with a Check Request Form (CRF) to the Board Treasurer. All CRF's must have a detailed receipt attached. If money is needed ahead of time, a detailed accounting of what is being requested should be included on the form and receipts should follow within 7 days. Check requests are processed with 5-7 days. Any team-specific fundraising done outside of the Snack Shack must be approved by the Board PRIOR to scheduling the fundraiser. The board will review the fundraiser to confirm that it doesn't compete with league-wide fundraising and it represents PPW appropriately. Please provide details about what will be sold or offered, how long the fundraiser will run, and what estimated profits the team expects to get back.