Team parent season checklist

For team parents and team moms. Every item comes from a guide a league wrote for its own team parents. Cross off what your league or your coach already does.

Before the first game

- [ ] Ask the coach which jobs they want off their plate.
- [ ] Build the contact list, and pick one place for team messages.
- [ ] Ask about food allergies, then set the snack schedule.
- [ ] Hand out the uniforms, and tell families what they still need to buy.
- [ ] Decide on a banner early.
- [ ] Add up the season's extras, such as the banner, the party and coach gifts, and collect one amount.
- [ ] Collect any forms your league asks for, such as a medical release.
- [ ] Finish your own volunteer registration, and any background check your league requires.

Every week

- [ ] Send the game time and place, who has snack, and who has a volunteer shift.
- [ ] Pass on schedule changes and rainouts as soon as you hear.
- [ ] Fill any open volunteer slots before game day.

Picture day and league events

- [ ] Tell families the exact picture time.
- [ ] Hand out the order forms before picture day, and the pictures when they come back.
- [ ] Remind families about league events and fundraisers.

When the season ends

- [ ] Book the party early.
- [ ] Ask about dietary restrictions before you plan the food.
- [ ] Sort out coach gifts and trophies, if those are yours.
- [ ] Keep a record of what you collected and what you spent.

Notes

Team Nudge reminds every family before each due date and follows up until they pay, sign or vote.