

Team Parents,



Thank you so very much for volunteering to be team parents for the spring [/winter / spring] season! We are the Upper School Team Liaisons for the Booster Club for this year. Our job is to serve as the liaison between you and the Booster Club and to help make sure things are running smoothly and consistently across teams in the US. There are a lot of exciting changes this year!

Key changes:

- The Athletic Department will continue to hire full time employees to work the concessions area after school and during games this year to allow parents the opportunity to enjoy watching their children compete in their athletics.

-Concessions are cashless this year! Apple pay, tap, and credit card sales are available for payment. Please communicate this to your teams!

- Team snacks / meals will be asked to be provided by parents for home and away games. You'll need to create a Sign Up Genius for these things. (See attached Guidelines document for complete details.)


[Please click here to read the Guidelines document.](#) This has all your responsibilities and everything you AND the parents need to know - about team meals, speaking to coaches, concessions, and more.

TEAM PARENT DUTIES

- o Serve as a liaison between the coach and the parents as needed, such as communicating any changes in games/practices
- o Serve as a liaison between the Booster Club and parents.
- o Create Group Me or text chain of parents to facilitate communication. (Coaches should **not** be on the text chain.) **This should be done ASAP.**
 - o **Please include US Team Liaisons, Katie Beirne and or Rebecca Sherwood, on the group chat.**
- o Reach out to the coach, introduce yourself as team parent, and discuss team meals, any specific requests by the coach related to meals, the timing of delivery of meals, and any volunteer needs during games. (See Team Meals section below.) **This should be done ASAP.**
- o Create a signup genius for volunteers for:
 - o **ASSIGN** families to provide meals for home and away games **at or after 5pm**; depending on the number of players and number of games, each family could provide one to two meals

Team Parents,



- The sign up genius with meal assignments should be made and distributed to parents ASAP.
 - **Please share this  Team Snack and Meal Suggestions with parents on the team.**
- drinks/snacks for tournaments
- volunteers needed for games (chains, line judges, etc.) [See Coaches Needs/Request below]
- Include coaches on the SignUp Genius distribution
- *For any concerns or issues regarding team meals, please let US Team Liaisons, Katie Beirne or Rebecca Sherwood, AND coaches know.*
- Coordinate volunteers to assist in concessions as needed, especially during halftime of home games.
- Coordinate with the Booster Club Team Liaisons about the distribution of varsity team buttons/ribbons and “fatheads” (Note: the Booster Club will make / order these items.)
- Assist coaches with out-of-town travel needs, including parent dinners, hotel blocks, etc.
- Coordinate with Coaches and Booster Club for home tournaments
 - Assign staffing for concessions for home tournaments
- Coordinate “End-of-Season” with coach (See End of Season section)
- Coordinate with Coach and Booster Club Awards and Achievements Chair for Senior Recognition Night celebrations
- Roster distribution (optional)
- Ensure each team has a photographer/parent who can take photos at designated games and communicate NEW photography guidelines:
 - **Please take close-up pictures.**
 - We are unable to use far away or blurry photos.
 - **Quality over Quantity, and ACTION shots are most needed. Please do not send more than 10 pictures from one event.**
 - Take pictures at 2 - 3 games at most. Pictures are not needed from every game.
 - Please send photos to your US Team Liaison, either, **Katie Beirne 713-962-8383 katieanne.beirne@gmail.com** or **Rebecca Sherwood 713-992-6300 beesherwood@gmail.com**

END OF SEASON:

We do want to remind you that there should **NOT** be a collection for coaches' gifts. The following is from the School handbook. Please know that the Coaches - full and part time receive monetary gifts from this fund, twice each year.

TEACHER GIFTS AND CELEBRATIONS

Team Parents,



Twice a year, at Christmas and at the end of the year, the St. Francis Parents Organization sends out a letter to all school families soliciting funds for employee gifts. The money collected is divided equitably among everyone—faculty, staff, coaches, after-school care staff, and part-time coaches—with adjustments for part-time employees. All gifts remain anonymous. We ask that school families support this effort and refrain from other types of gift giving, including soliciting money for teacher/coaches gifts or birthdays.

Please be sure to share the school's social media sites with parents so they can follow:

Twitter: @SFE_Athletics

Instagram: athletics_stfrancishouston

If you have any questions please don't hesitate to contact us. Thank you again for serving our school and athletic teams!

Upper School Team Liaison Email

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