

PARENT REPRESENTATIVE DUTIES

1. Attend monthly board meetings and communicate necessary information to coach(es) and parents.
2. Create and send a monthly team update to the newsletter editor. The newsletter article is required by the second Friday of each month once the season begins.
3. Work with coaches to communicate practice and game schedules to players and various association events such as the Polar tournament, team photos, fundraisers and the Rochester and State tournaments.
4. Assist board members to recruit volunteers from your team to support fundraisers when necessary.
5. Occasionally distribute items to players (e.g. team photos, fundraiser purchases and prizes.)
6. Collect and wash uniforms at the end of the regular season and return to the equipment manager.
7. Help coaches maintain an up-to-date first aid kit and equipment for each team (e.g. ice packs, tape, balls etc.)
8. Distribute and collect coach's evaluations at the end of the season to be returned to the board members.