

This is what I did as a team parent rep last year for the Mite B team – you can tailor the ideas to fit your team’s needs and the coach’s needs. Some coaches ask more and some less of the parent rep.

1) Keep a binder for your team :

The official roster (once you get it from Tammy Overlien later in the year) * needed for state

Consents to treat for each skater * needed

Annotation of birth certificate for each skater (illegal to copy birth certificates)*needed for state

Your contacts for each family and the coaches

Score sheet stickers (easier than writing the names and numbers out each game)

Your game schedule

Your practice schedule

2) Make up a work schedule for all home games – concessions (2), clock, score sheet, zamboni, penalty box (2)

3) Make up a work schedule for open skates, concessions (2), rink monitor/music, admissions

4) Remind parents of cleaning weeks

5) Run off directions to rinks for new parents

6) Remind parents of weekly schedule

7) Call and confirm all home and away games with opposing team rep the day or two before

8) Fax in all score sheets to the league score keeper (winning team faxes in the sheet) Jeanette Hawkinson (fax) 1-866-779-9645 this needs to be done soon after the game if it’s not received in 7 days the game won’t count.

9) I always kept a stats sheet to hand out @ the end of the year, showed wins, losses, goals, assists, saves etc. (may want to check with your coach if this is something he would like to do or not) (Now on website)

10) Keep copy of all game score sheets (not sure why except for stats?)

11) Work with setting up new parents on clock training, how to do a score sheet, get them in touch with Ona Hizer on how to do concessions

12) Basically answer any questions they may have throughout the season

13) Make arrangements for away tournament, collect entry fees and mail in, reserve motel if needed

14)New - Website updating

Website for league : wmhl.com

This will give you your standings and contact information for the other teams.

Any questions give me an email or call 937-5265 kking@memorialmedcenter.org