

Illinois FC

Parent Rep Roles & Responsibilities



The Parent Rep is the liaison between the club, the coach and the team. Their role is pivotal in keeping all players and families informed of events. They work directly with the Coach, Parent Rep to the Board, and Director of Coaching during the season to ensure that everyone is on the same page.

Each team Parent Rep will work closely with their respective coach to determine specific roles. In general, the Parent Rep is responsible for the following:

- ⤴ Form a team roster with player's names, addresses, e-mails, phone numbers, parent's names, etc. Create email distribution list for use during the year. Many teams find it beneficial to create small laminated roster wallet-size cards for the parents with players' names and jersey numbers, as well as parents' names and phone numbers.
- ⤴ Communicate club updates to the rest of the team via email on a timely basis.
- ⤴ Coordinate with players and coach attendance for games and practices.
- ⤴ Contact opposing teams before each league game to confirm date, time, location, directions, jersey color, etc. It is usually helpful to do this early in the week leading up to that game, then pass along to parents on your team in a reminder email.
- ⤴ Handle hotel arrangements for out of town tournaments for the team.
 - Each tournament is run a little differently, so it will be important to work with the tournament director and coach to assess the needs of the team and secure appropriate lodging.
 - In some cases, it might be necessary to obtain credit card information from the team families to secure their rooms and submit as a block.
 - In other instances, it may be possible to reserve a block of rooms under your credit card and then request that each family contact the hotel to transfer the room to their name and credit card by a certain deadline. When the deadline is reached, the parent rep will work with the hotel to release any unsecured rooms and ensure that their personal credit card is not being used to secure other than their own room.
 - Depending upon tournament schedules, some teams will coordinate a group meal-whether that be at a restaurant, ordering food at the hotel or even pre-planning a meal where all families contribute food to the event. This is all done at the discretion of the coach and team families.
 - Upon receipt from the tournament director or hotel, email confirmation numbers and hotel information to team families as well as the contact name and number at the hotel.
 - Send out addresses/directions to the hotel and between the hotel and fields. Although many families have access to GPS, it is also helpful if directions can be provided. It is also important to have a valid address for use with the GPS system for field locations.
- ⤴ Promote support of club fundraisers and events to encourage camaraderie, growth and support of all players in the club.
- ⤴ Serve as a liaison between the team and the club by sharing any feedback or concerns expressed within the team with the Director of Coaching and Parent Rep to the Board.

Thank you to all of the Parent Reps for all the hard work you put into making the season a success. We truly could not do this without your help, THANK YOU!