

Team Parent Training Guide

The team parent will coordinate all activities with the coaching staff. This includes communications between coaches and parents. Strong organizational skills are a must for this position and it should be noted that the volunteer commitment for Team Parent will likely exceed the 10-hour minimum requirement.

There are many responsibilities that fall under the Team Parent. The following are examples:

- Provide initial coordination of team book and hand it off to the player administrator for certification and to maintain throughout the rest of the season.
 - *Please note that it is preferred that the Player Administrator be present at certification to go through the certification process with the players and have the team book reviewed. In the event the Player Administrator is not available, the Team Parent or Coach may serve as the substitute representative.*
- Coordinate all parent volunteers for the team and MVPW events.
- Track volunteer hours and reminding families of their 10-hour commitment.
 - *The requirement is 10 hours per family. It can be fulfilled by both parents, one parent, on two different teams, at events, etc.*
- Coordination of team uniforms ensuring the right name gets screen printed onto the jersey.
- Remind families of League and team events and what they need to do such as Certification, team photos, PPK fundraising, etc.
- Help facilitate team spirit wear orders and delivery of those orders.
- Communicate game and practice schedules
- Coordinate of end of the season team party
- Coordinate snack and drink schedule for the games, if the team has the desire to do snacks.
- Overall communication with team player families via e-mail, phone, and in writing throughout the season (often prompted by the coach and his/her need to communicate to the players' families.)

2009 Association and League Board members and committee chairs

League Executive Board		
President	Bruce Roos	Bruce.roos@mvpopwarner.com
Vice President – Football	Ronda Marlega	Ronda.marlega@mvpopwarner.com
Cheer Committee Chair	Jinger Plebuch	Jinger.plebuch@mvpopwarner.com
Secretary	Evonne Walls	Evonne.walls@mvpopwarner.com
Treasurer	Glen Kearns	Glen.kearns@mvpopwarner.com
Little Scholars Director	LouAnn Spevacek	LouAnn.spevacek@mvpopwarner.com
Athletic Commissioner	Joel Brinson	Joel.brinson@mvpopwarner.com
Athletic Director	Ryan Lamm	Ryan.lamm@mvpopwarner.com
Albany		
President/Chair	Chris Van Nostrand	Chris.vannostrand@mvpopwarner.com
Vice President/Chair	Milt Cardwell	Milt.cardwell@mvpopwarner.com
Secretary	Selina Marshall	Selina.marshall@mvpopwarner.com
Little Scholars Director	Jenna Hoffer	Jenna.hoffer@mvpopwarner.com
Athletic Director	Corey Womack	Corey.womack@mvpopwarner.com
Corvallis		
President/Chair	Barry Vanhoff	Barry.vanhoff@mvpopwarner.com
Vice President/Chair	Robert Kontra	Robert.kontra@mvpopwarner.com
Secretary	Robin Gerken	Robin.gerken@mvpopwarner.com
Little Scholars Director	Jen Smith	Jen.smith@mvpopwarner.com
Athletic Director	JD Hankins	Jd.hankins@mvpopwarner.com
Lebanon		
President/Chair	Eric Frazier	Eric.frazier@mvpopwarner.com
Vice President/Chair	Mike Patterson	Mike.patterson@mvpopwarner.com
Secretary	Rose Davis	Rose.davis@mvpopwarner.com
Little Scholars Director	Kim Maricle	Kim.maricle@mvpopwarner.com
Athletic Director	Tom Rappe	Tom.rappe@mvpopwarner.com
Salem		
President/Chair	Josh Price	Josh.price@mvpopwarner.com
Vice President/Chair	Matt Bain	Matt.bain@mvpopwarner.com
Secretary	Troy Skeen	Troy.skeen@mvpopwarner.com
Little Scholars Director	Laurie Daniels	Laurie.daniels@mvpopwarner.com
Athletic Director	Lionel Salgado	Lionel.salgado@mvpopwarner.com

League phone: 541-974-7974

League fax: 1-800-960-4568*

League mailing address: PO Box 1112, Albany, OR 97321

League office/storage address: 4025 Commercial Way SE, Albany

*Note that this fax sends PDF files to the League Secretary e-mail where it can then be forwarded to the appropriate person.

Team Books

Document order

Registration documents will need to appear in the following order for each player on a team:

- Page protector one:
 - Front: Cardstock (blue) certification card that will have the players picture on it
 - Back: Participant contract with the signature page showing
- Page protector two:
 - Front: Parent agreement
 - Back: Birth certificate
- Page protector three:
 - Front: Physical fitness and health history form with the health care provider's signature
 - showing
 - Back: Code of conduct
- Page protector four:
 - Front: Report card
 - Back: Signed gear contract

Blue player certification cards

- Labels with demographic and team information with each player have been provided. They will need to be attached to the blue player certification card.
- A color headshot (approx. 2.5"x2") of the player will need to be affixed to the card. Many parents provided school photos, the league took some photos and some players just simply never sent in a photo or came in physically to have a photo taken. If you could take their photo and affix it to the card before certification, the League would greatly appreciate it. A camera and printer will be available at certification for any last minute photos.
- It is helpful to take an Exacto® knife and cut a flap in the sheet protector for the first page where the player's weight will be documented just before each game. This alleviates the need to pull the card out of the sleeve and reinsert it each time it needs to be written on.

Things to double check:

- If you have paperwork for a kid that is no longer on your roster, please turn the paperwork in to the League before Aug. 1, so we can get the paperwork to the appropriate team. The best opportunity to drop off paperwork will be on July 30 at 6 p.m. during the Player Administrator training at the Boys & Girls Club of Albany. The Pop Warner office on Commercial Way does not hold regular office hours and we do not want any paperwork being dropped off at the Boys & Girls Club front office either.
- Sports physical is dated between Jan. 1, 2009 and now.
- Report card is for the end of the 2009 school year and reflects the correct grade for the kid's division of play. This is extremely important for the Junior and Senior divisions. Eighth graders must be on a Senior team. They cannot play down to the Junior level. If you find that you have an eighth grader on a Junior team, please send an e-mail to info@mvpopwarner.com immediately. Often parents put the grade that the kid was in at

the time of registration, not the grade for 2010 on the registration form. We can't verify what grade the kid is really in until we get a copy of the report card.

Report cards

OK, do yourself a favor and recruit a Little Scholar's Coordinator for your team. This person will be responsible for calculating all grade point averages (GPA) for each player on the team. Tiny Mite players who are in pre-school or kindergarten and don't have a report card are exempt from the 2.0 grade average. There is an Academic Waiver form at www.mvpopwarner.com under the registration and under the little scholars tabs. We do need this form signed and placed in the team book in lieu of a report card.

For all players that have a report card, a spreadsheet needs to be received from each team with the player's name and GPA on it. If the player is below a 2.0, they must turn in a progress report (form is also on www.mvpopwarner.com) dated between Sept. 16 and Oct. 16 stated that they are making improvements academically.

Please send your team's Scholars Coordinator's name to info@mvpoparner.com by July 30 so we can create a distribution list for further communication. More details will be distributed by the League and Association Scholars Directors in the coming weeks. If you are going to pull double duty and fulfill both roles, please let us know at the same e-mail address. GPAs must be calculated and sent to the League by Aug. 17 so the League can update the database and release MPR rosters for games.

All players with a 96 percent GPA or higher need to fill out a National Scholars Application. They will be put into pool of applicants for the region and the nation and may received special recognition, the only recognition Pop Warner issues, for exceptional academic achievement and citizenship.

Additional attachments related to the Little Scholars program are attached. Please share them with your team's Scholars Coordinator.