**2021 PARENT REPRESENTATIVE RESPONSIBILITIES**

There will be 1 or 2 Teener Representatives depending on numbers of players, and 1 JV Parent Representative and 1 Varsity Parent Representative, depending on number of players. We can effectively do this with 1 Teener and 1 Legion representative. Elections are held prior to the start of the playing season. Here is an explanation of the duties performed by the Parent Representative:

* **Create Parent Work Schedule for ALL home games**. Please note which field is being used for each Teener game and add Gate to any games scheduled at the Legion Field. No matter whether you use Sign Up Genius, a shared Google sheet, or another format, make sure that every family is doing their fair share. If need be, count the games and shifts and issue a number of shifts required. This worked well in the past. Also, train people so they are comfortable with something besides emptying trash cans, sweeping the stands, and raking the field. If someone fails to show for their shift, ask them to take a future shift for you or whomever filled in. When the games are over, make sure the booth is shut down and cleaned up—garbage can emptied and floor swept. We want to be good stewards.
	+ **Legion Field**: Gate (scheduled from 1 hour prior to the first game until halfway through the second game, so make reasonable shifts—DO NOT allow one family to schedule the entire time because it is not realistic), Scoreboard, Music/Announcing, Field Work, and Cleanup
	+ **Teener Field:** Scoreboard, Music/Announcing, Field Work, and Cleanup of stands and garbage cans in dugouts—the city should be cleaning the other cans; extra garbage sacks from the city will be in the Crow’s Nest to use in the dugouts.
* **Create a separate Parent Work Schedule for Home Tournaments** **with your Head Coach** because players work during off times.
* **Legion Field**: During tournaments, parents do not just work during our team’s games. Having local people around shows appreciation for teams coming to our town. It is important to have adults working the last day so that each team leaves with a good impression of our program. This is the day that trophies are handed out, etc.
* **Teener Field**: You will need workers at **BOTH** fields this year. We will try to use some wooden blockades to encourage those at our tournament to buy a weekend pass (wrist bands). Parents are not expected to chase noncompliant people. We also need to be respectful of the younger teams who will probably have games scheduled.
* **Act as liaison between parents/guardians and the Board.** Not all parents want a resolution just someone to listen to their concerns, so only contact the Board when needed.If one parent becomes an issue, let a Board member know.
* **Act as a liaison between parents and the coaches.** Your job is to keep things running smoothly at the games. Keep parents out of the dugout unless there is an injury or the coach requests it. If parents are questioning things, arrange a meeting with parents, coaches, and the player at a later time when you can act as a recorder to report to the board.
* **Attend all Board meetings as a non-voting member.** Bring ideas and concerns.
* **Participate in all Board fundraising events such as the Chili Feed.**
* **Responsible for Gate (Legion Field/ALL Tournaments**). There is a Game Day Tote in the coaches’ office. It will have all the things that you might need, except the money bag. The Treasurer will either get the money bag to the first parent volunteer for each game or arrange to get the money bag to you ahead of time so that you can do this. Halfway through the second game, you shut down the gate, put away the box, count the money, and record the amount on the receipt in the bag. You will give the proceeds to the Treasurer who will try to be at every home game. If you cannot be there, call or text the Treasurer in advance. Due to the large amounts of money during the tournaments, she will drop in off and on to reconcile the bag. The Treasurer handles **ALL** umpire questions, concerns, and paychecks.