



## Home Educators Activities Teams

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### TEAM MOMS REGISTRATION FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

#### Beginning of Season

1. Meet with coach and finds out what he/she needs
2. Verifies payments and paper work for each player is completed and sent to Principal (Annette LaFontaine). \*\*A player does not receive a uniform until full payment has been received (unless special payment arrangements have been made with the Bookkeeper) and has been approved by FHSAA.
3. Gets uniforms, catalogs numbers/players and passes them out
4. Helps to fill jobs i.e.:
  - a. clock keeper
  - b. gate/admission/money taker
  - c. payer for the referees
  - d. scorebook keeper (must know players and their numbers)
  - e. any other job needed i.e. fund raiser events, etc.
5. Makes roster of team players via gmail. (**MUST contact office administrator of any changes during the season**).

#### Maintenance

1. Continues to meet with coach to find out what he/she needs
2. Contacts parents when coach requests it
3. Gets directions and correct start time to all games and insure that parents are informed.
4. Checks with parents verifying that all jobs are being done with all problems resolved.
5. Communicate with HEAT staff when needed.
6. Send wins/losses to Office Administrator for website updates.

#### End of Season

1. Speak with coach to see how he/she wants to end the year: party, game?
2. Collect uniforms, check numbers and send them to appropriate person
3. Help coach with end of season party as needed.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_