

# **TCYFL Rams Franchise Parent Volunteer Responsibilities**

## **Franchise Head Coach**

The Rams Franchise shall have a Franchise Head Coach (FHC) responsible for overseeing all teams and levels of the franchise. The FHC shall be approved by the TCYFL Board. The FHC is responsible for all of the following duties, although any of these obligations may be delegated to other adults associated with the team. During the application process, the TCYFL Board will consider the ability of a FHC applicant to work toward the objectives of TCYFL and to carry out the following duties:

- Attend all TCYFL football/cheerleader coaches' meetings or have a representative present.
- Staff each team with the appropriate number of coaches and educate them on rules.
- Appoint a Franchise Coordinator.
- Assume responsibility for the participants and their parent's/guardian's conduct both on and off the field while conducting TCYFL activities.
- Assume responsibility for all assigned TCYFL equipment.
- Assure that players do not abuse TCYFL or their own equipment.
- Collect all assigned uniforms and equipment owned by TCYFL and ensure that all is returned to the VP of Equipment Operations at the prescribed time.
- Recruit volunteers for team and League activities including camp, equipment inventory, and field marshalling.
- Follow TCYFL rules and policies and accept and perform TCYFL assignments.
- Report game results on the appropriate forms for use in a manner specified by TCYFL.
- Keep unauthorized people off the sidelines.
- Promote positive sportsmanship and League image.
- Assure that all their assistant coaches are currently certified by the League.

## **Franchise Coordinator**

Each franchise shall have at least one Franchise Coordinator (FC). The FC is responsible for managing all administrative support functions required by the franchise. These duties include, but are not limited to:

- Set up parent meetings and provide a newsletter and phone lists to parents.
- Coordinate team pictures with the FHC and photographer.
- Provide team sponsor(s) with team plaque and picture.
- Recognize sponsors and keep them informed of team activities.
- Coordinate franchise fundraisers and report back to parents the financial status of the franchise and intended use of the funds.
- Coordinate the end of the year banquet.
- Support all league activities.
- Attend monthly Coordinator meetings as needed.
- Game day duties: Provide announcer with a game day roster including names, numbers, and sponsor. Organize a chain gang if needed.
- Contact sponsor(s) and keep them current on League activities.

## [Franchise Coordinator's Guide](#)

## **FHC & FC:**

Prior to and immediately after the season the TCYFL Board will conduct meetings specifically for coach and coordinator input. At a minimum, every franchise should have a representative present. These meetings are used to garner information and feedback about TCYFL rules and policies from the franchises. These meetings also serve to inform the franchises of enacted or proposed rule and/or policy changes. These meetings are not mandatory, but are highly recommended.

Prior to the season the TCYFL Board will conduct certification classes to certify coaches and coordinators for the upcoming season. Certification meetings are mandatory. Uncertified persons are not agents of the League, not covered by League insurance, and are not allowed to instruct teams. Uncertified persons are not allowed on the playing field or sidelines during games except as chain gang personnel. Chain gang personnel are not allowed to instruct the participants unless they are certified.

### **Equipment Manager**

The following are responsibilities of the Equipment Manager:

- The equipment manager that will be the main point of contact for the VP of Equipment Operations.
- Obtain equipment and uniforms and keep an inventory of these items.
- This role may be assumed by any member of the franchise.
- The equipment manager shall assist in check out and check in of gear, coordinate parent volunteers for each of these events.
- Participate in fundraising events for the team at the practice site.
- Serve on the Rams Board.
- Assume responsibility for all assigned TCYFL equipment.
- Assure that players do not abuse TCYFL or their own equipment.
- Collect all assigned uniforms and equipment owned by TCYFL and ensure that all is returned to the VP of Equipment Operations at the prescribed time.

### **Chain Gang**

The visiting team will provide volunteers to act as the chain gang for their game. The chain gang will obey the instructions of the game officials at all times.

### **Field Marshal**

A Field Marshal (FM) shall be at every game site. The FM is responsible for managing the game site. These duties include, but are not limited to:

- Setting up the field including pylons, yard markers, and chains if available.
- Monitor games for behavior and safety incidents.
- Fill out any incident reports if needed.
- Record game scores.
- Report back to the VP of Game Day Operations.

### **Parent Coordinator**

Football team(s) at each division of TCYFL within the Rams Franchise will have one Parent Coordinator whose responsibilities include the following:

- Serve on the Rams Board, meeting approximately once per month from April – November. Meetings are approximately 2 hours long.
- Assist with Kick-off BBQ in April.
- Provide information/request participation to/from team families (mostly via email).
- Register and coordinate volunteers from your team for fundraising activities/events.
- Assist with collections and distribution of uniforms, fan gear and/or fundraiser merchandise.
- Assist with photo day coordination and distribute photos.
- Collect and distribute first aid kit to coach.
- Collect any athlete contact data missing from enrollment received from the League.
- Assist with Coaches gifts (i.e. coordination with kids, if needed).
- Assist with end of season banquet.