



# T.E.A.M.

Traverse City Elementary Athletic Members

"Together Everyone Achieves More"

## Duties of the Athletic Directors

- A. Come to the T.E.A.M. Meetings once a month (schedule is online - [www.tc-team.com](http://www.tc-team.com))
- B. Communicate with your school office staff
- Find a good way to keep communication (Mail box in office)
  - Often the school office is the direct line between the students and team
  - Let them know what is going on with each sport and make them aware of any changes. Office staff will be answering questions when you are not there.
  - Office personell often know who are the active parents and who would be good coaches
- C. Communicate with the 4th, 5th and 6th grade teachers and the physical education teachers
- Let them know to talk with you if they have an ineligible student due to grades or attendance
  - Give them a schedule of the games and meets
  - Ask if you can have a time to talk to the student of our program at the beginning of the year - this would be a good time to mention that we need coaches and ask the students if there may be a parent, guardian, relative or friend that may be interested in coaching
- D. Find coaches for each sport.
- If you have done B and C this job will be easier - you can also contact Jr and Sr High coaches to see if they know of any past - current students or anyone else who may coach. Often these coaches are willing to help out a lot. Your present players are thier future players.
  - Sometimes parents will only coach if no one else steps up. Let them know that it is crucial that you find a coach now to ensure that you will have a team this year.
- E. Communicate with the coaches
- Pass on all team information to your coaching staff
  - Give and collect the T.E.A.M. first aid kits - make coaches aware of the books, videos and clinics that T.E.A.M. provides.
  - Hold a parent meeting at the beginning of each season to discuss student, coach, and parent behavior (you all represent your school)
- F. Attend and help with at least two All City events
- Sign up sheets will be at the meetings prior to the event
- G. Help to find your replacement