**BENCH BINDER CO**
THE SIDELINE, ORGANIZED.

# THE FIRST WEEK AS TEAM PARENT

A free one-page checklist for the volunteer who just got the job.

Use this page the week you say yes. It is a starting list, not a full binder. The complete Team Parent Binder and the rest of the kits live in the shop once it opens.

## WHAT'S INSIDE

- What to collect in the first seven days
- A short 'ask the coach' list
- A first-practice reminder
- Printable, US Letter and A4

Free printable from Bench Binder Co · Single-team use

Planning aid only. Not a league, medical, or legal form. Use your league's required paperwork.

# THE FIRST WEEK AS TEAM PARENT

You said yes. This page is the first week, in order. Check things off as you go. If you want the full binder later, it is in the Bench Binder Co shop once that shop is open.

## BEFORE THE FIRST PRACTICE

- [ ] Confirm the roster source with the coach or the league (do not invent official forms)
- [ ] Ask how the team communicates (group chat, email, league app)
- [ ] Write down practice times, the home field or gym, and the start date
- [ ] Ask who already handles snacks, money, or uniforms, so you do not double up
- [ ] Find out whether the league has required medical, waiver, or pickup forms — use those, not a homemade substitute
- [ ] Decide whether you will keep a paper binder, a shared folder, or both

## AT THE FIRST PRACTICE

- [ ] Introduce yourself once, clearly, and tell families how you will send updates
- [ ] Pass a snack sign-up or a volunteer sheet if those jobs are yours
- [ ] Collect only the contact details you actually need, and keep them private
- [ ] Write down parent-reported allergy notes only as they are told to you
- [ ] Confirm the next practice or game before people leave

## ASK THE COACH

- [ ] Who should families message for schedule changes — you, the coach, or both?
- [ ] What do you want me to handle, and what should stay with you?
- [ ] Is there a team account, and who is allowed to collect money?
- [ ] When is the first game, and when do uniforms arrive?

**NOTE**

This is a planning aid, not a legal, medical, or official league form. Use your league's required paperwork. Single-team license: print for your own household or your own team. Do not resell.