

## Team Representative Guidelines

- Communicate information to team members in an accurate, timely, positive manner that encourages harmony within the team/club.
- Communicate in a positive, timely, accurate manner with other team representatives, coaches, and parents.
- Create a team information sheet, include all cell phone numbers, home numbers, emergency numbers, and email addresses. You can find an example on the website (Team Roster Form (in MSWORD))
- Keep copies of all registration forms and keep in your team rep book
  - Medical history and release forms
  - Copies of USAV registration cards
  - Plan for team meals at tournaments. A sample is available on the website, (Food & Snack Schedule SAMPLE (in MSWORD)).
- Make sure all players/families have directions to tournaments
- Send out weekly reminders of tournaments, practices etc.
- Make sure your team rep binder goes to each tournament, if you are not attending send with another parent.
- You are the contact person from your team to the treasurer, registrar and out of region tournament rep.
- Lead your team in making plans to work with your Big Buddy/Little Buddy team.
- Collect receipts from your coaches for each tournament and submit to the treasurer. Treasurer will send reimbursement directly to coaches. Receipts must be sent in within 30 days of the tournament.
- If your team decides to attend any additional tournaments, contact the out of region tournament rep to get details or how much money you will need to collect from your team and get your team registered.
- Collect all dues payments and forward to the club treasurer in a timely, complete manner, following accounting procedures.
- Collect receipts from coaches and complete CCVC Expense Voucher Form immediately after a tournament for reimbursement of expenses during tournament. Email treasurer if one of your coaches does not attend a tournament.
- Complete all paperwork in a clear, legible, timely manner.