



### Development Team Representative Guidelines

- Communicate information to team members in an accurate, timely, positive manner that encourages harmony within the team/club.
- Communicate with other team representatives, coaches, and parents in an accurate, timely positive manner that encourages harmony within the team/club.
- Create a team information sheet to include all cell phone numbers, of players and parents, 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
- Complete all paperwork in a clear, legible, timely manner.
- Facilitate ordering of apparel for your team.