

Team Representative – Helpful Hints

- **Copy all player registration forms before you send them in.**
- **Create a phone tree. Include emergency contact numbers to use when at a tournament.**
- **If possible create an email listing that will allow you to email information to your team.**
- **Keep Medical History and Release Forms together.**
- **Create a bag or binder with everything in it.**
 - **You or another parent with the team keep this and take to tournaments (the coach has enough to keep track of)**
- **Tournament registrations are required to be in 3 weeks ahead. This is your primary obligation to fulfill, please watch the dates carefully.**
- **Make a copy of all player membership cards when you receive them and before you give them to the players.**
- **Keep track of the team spending. A team's total amount is based on the money paid into the team account by the players.**
- **Relay information to the team members as needed. Verify that all players know the practice schedule/locations.**