

Carolina One Team Rep Duties

CONTACT

- A. Check Email daily.
- B. Line of communication
 - 1) Player/Parent to Team Rep
 - 2) Other Questions - Team Coach
 - 3) Kim
- C. Don't procrastinate! When information is needed, please get to it immediately.
- D. Email will be my primary method of communication to all reps and parents. I prefer that team reps have access to email at home and work.
- E. Expect to make approximately 2 or 3 calls per month to each team member. This may include last minute changes in practice, tournament changes, or important announcements. I will notify you when these calls need to be made. The good news is 98% of our families have email. The majority of the news will be sent out to everyone from me, and will not need to be sent out again by the team reps. I do ask sometimes you verify that all your parents/players received important news.
- F. Copy me and the team's coach on email you send to the team.
- G. We do ask parents without email to contact you, but if you have not heard from one of these parents, please call them with any important news.
- H. Initially you need to call or email the players, parents, and the coach that you are the team rep. Make sure they know how to get in touch with you, inform them of work, mobile and home numbers.
- I. Keep a list of the team's contact cell phone numbers in case you need to get them during a tournament or other event. A team roster with contact info will be provided.
- J. When we have to call players for important information (practice is cancelled or moved, tournament changes) you will be responsible for calling everyone on the team. It is very important that everyone gets notified.

TOURNAMENTS

- A. Assist with tournaments by confirming that all players on your team have a ride to and from the tournament. Most parents attend, very few players will need car pools, but those who do and you may need to assist them in finding a ride. Confirm transportation a minimum of one week in advance.
- B. All players are required to inform the coach and you a minimum of 1 month in advance if they can't attend a tournament and 24 hours in advance for a practice.
- C. Notify us if a player on your team can't attend a tournament, or if one no-shows.
- D. Prior to tournaments, we recommend you coordinate lunch and snack plans (the food table) with other parents and what each person needs to bring. We encourage players/families to eat together and prefer that players not leave the gym. Eat healthy and remember to include sufficient food for the coaches. Don't forget water and Gatorade!
- E. For our multi-day tournaments, you will need to know where families are staying, in the event contact is needed.
- F. C1 will block hotel rooms, team rep or parents should not block rooms without prior approval. For most tournaments, families may choose to stay elsewhere, but we prefer families to stay inside block. Team reps will be responsible for sending out hotel block information as soon as it is received from Kim.
Some tournaments C1 will require that all players/parents stay within the approved hotel block. You are responsible for communicating this info to your team.

If a parent does not attend a tournament, we require that the player stay with another parent. The families should be responsible for lining this up.

- G. Please encourage parents to shag balls during warm-ups, preventing players from chasing balls.
- H. Assist the coach in planning team outings/meals during the tournament. Many teams like to have at least one dinner as a team (players, parents and coaches included) during the tournament.
- I. Remind your team's parents – C1 and the region have a no-tolerance policy toward yelling or making derogatory remarks toward any official (line judges and scorekeepers included). The entire team can be sanctioned.
- J. ALL players must stay on court for team official duties (especially for final match).

Responsibilities

- A. Being a team rep is a job, with credit towards your daughter's club fee. Because of this, team reps who show lack of correspondence with parents, coaches and club director will be replaced as team rep. If you know you are not doing the job, tell us, we will find a replacement. Credit will be pro-rated and no hard feelings.
- B. Each team rep will be considered the liaison between the parent/players and the director. Should problems arise, or you foresee problems, notify Kim.
- C. Be aware of our conflict resolution policy, explained in the C1 Player-Parent contract.
- D. Notify Kim if the coach fails to show up at a scheduled practice, or changes a scheduled practice inside 48 hrs.
- E. You will be the contact for any information that the coach needs to communicate to the team.
- F. Assist with uniform sorting/distribution for your team. Uniforms should be in by December 10, we may ask team reps and coaches to help sort the uniform items for their team.
- G. When we host tournaments:
 - a. We may request you assist in gym set up on Friday afternoon/evening.
 - b. You may be asked to help with T-shirt sales at the gym site where your daughter is playing, or be a gym supervisor. If you are the gym supervisor, a laptop will be needed, if you don't have one, ask other parents on your team to bring one. Often, other parents will assist with duties.
 - c. Our primary tournament is the Carolina One Challenge. We will hold a special meeting to discuss what to do and give you information.
- H. Know how to find tournament information, directions, pool information. In-region tournament information can be found on the region website: www.palmettovb.com Outside region tournament information can usually be found on the region website where the tournament is held. Exact gym locations, pools, schedules, etc., will be sent to you as soon as they are available – make sure you send them to the team ASAP. Any changes will also be sent to you – you are required to notify the rest of the team, either by phone or email.
- I. If you are UNSURE of any tournament information, ask your coach and/or Kim first – don't provide wrong information.
- J. Get team pictures taken by mid-January – we plan to do these at our referee training/certification tournament.
- K. Emergency "coach" sub- reps need to be somewhat knowledgeable of coaches duties- in the rare event a coach gets sick at last minute prior to tournament and has to step in.