

Once the roster is decided type up a roster with jersey numbers and email to parents. THE ROSTER NEEDS TO BE ON YOUR TEAM PAGE AS WELL AS A WAY TO GET AHOLD OF YOU via email or phone.

Once the schedule is determined email this out to parents.

Carol Moreland (VAHA Registration Coordinator) will give you a binder of info that needs to go to EVERY game. This will have the district approved roster and consent to treat forms in it, this binder will be checked at tournaments by tournament directors and possible even at game. It's very important to have it with you or give it to someone you trust if you can't be at the game. It has personal info in it...so please always keep it in a safe place.

Carol Moreland will give you roster stickers that need to go to the coaches for every game. The coach may take the whole stack with him for the season or have you hold on to them. You'll have to ask him what he prefers.

Find out what tournaments we are signed up for, the coach will know. VAHA pays the registration fee and find out if there is a gate fee. The tournament website will have all this information. You will need to collect the **gate fee** from the parents and send it in to the tournament before the deadline or pay back VAHA if they paid it. Parents are responsible to pay gate fees, usually split equally per player. This fee was implemented some years ago by the association hosting the tournament to avoid collecting ticket fees at the door for people coming to watch tournament. Tournaments require certain info from managers, like rosters, a team pic, gate fee, apparel orders, etc. You will find out this info on the tournament website also or email the tournament contact person.

Find out if hotel accommodations were made for our away tournaments and book a hotel block if rooms aren't already reserved. This will need to be checked on ASAP, as rooms book quick. Once the tournament is near, email hotel information to parents and remind them of the block date so they reserve their room with plenty of time before the lock date is expired. Team potlucks are often times held during one of the days and an overnight tournament. Of course all the team parent's make this happen, but you'll have to initiate it.

Game sign ups are online now, but you will need to look at it to make sure our games are covered. **We are ultimately responsible to fill all our game slots.** You will need to keep track of who is volunteering and how many times they have signed up. SignUp Genius is being used as a trial this year so you will have to monitor that website and two days before a game, make sure your game covered and stays that way.

Assist in the coordination of volunteers, food, apparel orders, etc for the Queen city classic. At least one parent meeting will need to be held with the Bantams and PeeWee A's for this. You will work with the PeeWee manager and our tournament director on this. This tournament will require planning and you will need to include the concession manager in on it. Please make sure to call John Bachmann (City of Virginia) and make sure we have the large concession for the weekend.

Give Coaches your cell and email....they may text you to send out a quick text/email if there is a practice change, picture times, apparel orders, etc.. He will ask you to send out different things throughout the year, as will Randy Babiracki (VAHA President)etc.

**Communication with the team's parents is a must.**

Maybe 2 or so pizza/spaghetti feeds for the team- this will involve some emails and getting the North or South room, but all families will help with the food. Everyone has always been good about helping and the kids really enjoy it.

Not sure about the whole locker room attendant thing and how that is going work out as the year goes this is new this year. At this point out dad's have been figuring this out between themselves.

You need to email our district representative Marv Bert after each district game and let him know who won or lost and penalty information. Some coaches will take care of this themselves, but you will need to ask how they want it handled for the season. His email is **[mdburt@centurytel.net](mailto:mdburt@centurytel.net)**

You can choose to collect money from each family near the end of the season to buy the coaches a thank you gift.

If we are hosting a District, Regional or State tournament additional tasks will be required.

Basically whatever the coaches need you are their person to get the info relayed to the team.