

## PARENT VOLUNTEER DESCRIPTIONS

### TEAM ORGANIZER:

- Become a USAV national member and agree to a criminal background check, both paid for by E.C. Air.
- Be available at the first organizational meeting to collect dues and extra clothing orders & write receipts for all money received.
- Organize and oversee parent volunteers
- Create a directory with names and phone numbers of the people on your team.
- Serve as the liaison between the club director and team members (forward e-mails, reminders, changes, directions, etc.). Add the club director to your e-mail distribution list.
- Maintain a copy of your team's official USAV roster
- Distribute coaches' food and gas allowance (if applicable) before or at each tournament and keep track of money spent.
- If not arranged by hotel coordinator, pay for coaches' hotel room(s) and submit coaches' hotel receipts to be reimbursed by E.C. Air.
- Report player/parent grievances to the director who will help you act as a buffer/protector for your coach(es).
- The club provides coaches with a small stipend at the end of the season. However, we have found that players and parents like to show their appreciation for their coaches personally. The team organizer has generally taken responsibility for coordinating the coaches' gifts.

TEAM SPIRIT/CAMARADERIE COORDINATOR: Discuss ideas with coach or help a coach initiate ways to help build a team spirit and camaraderie among the players. Things that have been done in the past were: Pasta feeds, bonfire or a meal at someone's home; meet at a restaurant for a meal together; meet for bowling or some other activity; team memory books; team activities at hotels on tournaments requiring an overnight stay. You will also coordinate the team's year-end party/gathering.

RIDE COORDINATOR: Make sure all players and coaches have rides to practices and tournaments. Determine which parents will be available to drive to each tournament, and be the contact person for players/coaches looking for a ride to the tournaments.

RESULTS REPORTER (2 PEOPLE NEEDED): Submit E.C. Air results reporting form to the club director within 2 days of every tournament. Submit photographs for our website (one team picture + action photos) and submit one team photo to the local newspaper(s).

UWEC TOURNAMENT LIAISON: Coordinate food donations for UWEC tournament concession stand (March). Also schedule parents to help set up the concession stand. In return, the UWEC women's volleyball team runs the concession stand so parents are free to watch their daughter(s) play. (You will receive more information from the director prior to your this tournament.)

HALL MONITOR (2 parents could share this responsibility): As a club we promote safety at all practices. We require a parent from each team to be present at each practice. If this person is unable to work at a practice s/he should find a replacement to ensure that a parent is present. The hall monitor should carry a cell phone and, in the event of an emergency, would transport an injured player to a clinic or hospital. We suggest that hall monitors bring a camp chair and book to read! Alternatively, the hall monitor could create a schedule and ask all parents on the team to sign up for 1-2 practice dates. This schedule should be distributed to team parents and a copy given to the club director.

EQUIPMENT MANAGER: Store and transport team balls, ball cart and first-aid kit to all tournaments. Keep balls pumped up and frequently check first-aid kit contents and contact the equipment coordinator if items need to be replaced. The first aid kit will contain the medical forms for each athlete. Return equipment to the equipment coordinator at the conclusion of the season.

HOTEL RESERVATION COORDINATOR: Set up a room block (1 room per player + 1 room w/2 double beds for coaches) and negotiate a group rate at hotels for the 2-day Presidents' Day Festival in the Twin Cities and other tournaments approved as "overnight" tournaments by the club director (you will receive a list of these tournaments). The club director will provide you with a list of discounted hotels for Presidents' Day. Find out if coaches need a room and book their room for them. Please pay for the coaches' room (or the team organizer may pay for the room), then submit a copy of coaches' room receipt and E.C. Air will reimburse you.