

Welcome to the **Northwest Juniors Volleyball Club** season. This document includes valuable information to assist you as a Parent Focal for your team. Your role as a **Team Focal** will relieve your coaches of some of the administrative tasks encountered throughout the club season. You will be the primary communication link between the players, coach, and Club Administration.

Communications:

At the beginning of the season, create a Team List to include Coach/Player/Parent names, email addresses, telephone/cell numbers and distribute this information to the team.

The best method of communication is through email. Create a team group email list as you will be providing a lot of team information throughout the season. You may want to create a team “newsletter” for communicating regular updates. Information may include: travel arrangements, practice information, changes to schedules, team functions, fundraising, tournament highlights and other club information. Other miscellaneous coordination may include: carpooling, “cooler food”, snacks and team events.

Fund Raising:

The Team Focal or another parent will be responsible for overseeing the team-level fund raising coordination for the team. The Club Director must approve all fundraising events.

Travel Information:

You will be assisting the club in distributing and obtaining critical travel information. As a Team Focal you will need to ensure your team receives all information in a timely manner and responds to the deadlines given by the Club. It is also helpful to frequently access the event tournament travel page. A link is provided to each travel tournament on the *drop-down menu* of our “Tournament” page. In addition, travel rules can be found by clicking on the “Tournament” tab of our menu bar <https://www.nwjuniors.org/club-travel> We suggest that team Focals become familiar with these and encourage the team parents to refer to it.

Air Travel:

As of our 2019 club season, all players are required to fly as a team on the club’s group itinerary along with their Chaperone, Coach and Assistant Coach. As the focal (a few months prior to travel) you will be asked to verify the names and date of birth with the players, Chaperone, Coach, and Assistant Coach. For players 18 and over, this means the identification used to fly must be exactly the same as the name and date of birth on their ID. You will receive an e-mail from the business office with the details and deadline to reply with the correct passenger information.

Prior to departure you will want to determine a time to meet up at the airport. We recommend at least 2 ½ hours before your flight leaves. If you are flying on Southwest Airlines (SWA), seats are not assigned. You will want to check your team in for their flight as soon as it becomes available. Here is the link for information on SWA group check-in https://www.southwest.com/html/generated/help/faqs/group_online_checkin_faq.html

Another change as of the 2019 club season is as follows; our club no longer secures additional seats for parents on our group airfare. The flight itinerary will be posted on the tournament page so parents can make their own reservation on the same team flight. Important to note about the last day of play, the tournament may go as late as 4:30 so return flights always leave after 6 p.m.

Travel by Car:

Every car is going to arrive at a different time depending on when the driver (usually a parent) can leave to meet other players/parents in the Seattle area and then drive to the city where the tournament is located. Typically, the coach will ask the chaperone to query the drivers to find out about what time they will arrive to determine when the majority of the team will be at the hotel (which is where the team meets). If possible, there may be a team dinner or at the very least a team meeting at the hotel (typically in the chaperone’s room). Sometimes a car with a player or two will arrive late (10pm’ish) due to traffic or for other reasons, so the team meeting will happen without them so everyone gets to bed at a reasonable time.

NWJRS Focal & Chaperone Handbook

Teams typically meet at the hotel for a brief team meeting in the evening of the first day. However, if a team is PM wave (start play isn't until 2pm) some coaches will opt to have their team meetings in the AM (arrive Friday evening, team meeting Saturday AM).

Chaperones:

During the season we ask that parents attend as many tournaments as possible. For U14-U18 out of region or overnight traveling tournaments and for all flying travel tournaments, we will have one designated adult female chaperone per team per event. The chaperone is a selected parent of a player on your team. As a focal you do not always need to be the chaperone for all tournaments and the chaperone does not need to be the same person for all events. The Team Focal will always work closely with the chaperone and the coaches. The club reserves the right to use other coaches as chaperones instead of a parent. It is also important that you e-mail the club at info@volleyballnw.com who is the designated chaperone.

Whenever possible, we attempt to give the chaperone their own room so that they have the space to work to manage the team's free time and/or meals. We also ask that the Chaperone come without additional family members so that they can commit their attention to the team during their off-the-court time. In cases where we are not able to secure enough rooms, Chaperones may be asked to room with an assistant coach. In extreme cases rooms are in short supply, chaperones may need to share a room with their daughter and other players, though we do our best to avoid that scenario. If husband and wife share the chaperone room & duties, it is required that the male not be in the room during team activities such as team meetings and/or meals.

Chaperones are required to have USAV Membership. This must be completed at least 3 weeks prior to travel. The membership requires background screening and USAV Safe Sport Certification.

1. USAV Membership <https://www.psrvb.org/membership> : "Club Administrator, Trainer, Conditioning, Chaperone - \$42" (this is reimbursed by the club, email receipt to billing@volleyballnw.com). This membership is required for any parent/volunteer serving as a chaperone during travel for a club volleyball team. This membership is not active until the background screening is completed. During the fall/winter, this process can take up to 14 business days."
2. "Anyone acting as a chaperone must complete USAV Safe Sport training." <https://www.psrvb.org/safesport> This is on-line training followed by a series of questions and takes approximately 1 hour.

Chaperone Responsibilities:

- Chaperones must be able to travel and stay with the team during the entire event.
- Chaperones must make sure that athletes have a ride to and from the playing venue.
- Chaperones must communicate with the coaches to help determine team functions and meeting times (the coach is the first authority in these matters).
- Chaperones must make sure players and other traveling parents know when to meet for team functions.
- Chaperones must make sure the players are adhering to the club travel rules that pertain to off-court time (see Travel Rules by clicking on the "Tournament" tab).
- General welfare of the players whose parents are not with them.
- Assist Team Focal in miscellaneous coordination of carpooling, snacks/food, room assignments etc.

Chaperone helpful hints:

- Be sure to have all cell phone numbers of coaches/players/parents.
- Carpool to tournaments whenever possible.
- During the long tournament days, the players will need lots of energy. You will arrange for "cooler food" during this time the players and coaches. Healthy snacks and plenty of water/sports drink are a must. This may include: vegetables, fruit, cheese, crackers and lunch meat other than turkey. Ensure the players have water bottles with them during matches.
- Bring homework, playing cards, etc. for in between games at tournaments.
- Enlist help from other parents who may be attending the tournament.
- Plan in advance of travel tournaments by locating local restaurants, laundry services, etc.