



## TEAM VOLUNTEER OPPORTUNITIES

### Description of Coordinator's Roles

#### Travel Coordinator

- Works closely with the Club Travel Coordinator, who will arrange for team hotel reservations and bus/air travel.
- Ensures that the team's travel, hotel and restaurant arrangements are planned out. Works closely with food coordinator to plan breakfast and dinner when traveling.
- Prepares a travel itinerary and in advance of each tournament that includes travel information, directions to the hotel and playing venue, hotel information, meal plans, general playing schedule, etc. (Refer to Travel Itinerary Sample under Forms)

#### Communications Coordinator

- Ensures that the team contact list and the email list on Google Groups are accurate and up-to-date
- Helps the coaches and other parent coordinators with email/phone communications to the team (i.e. last minute changes to the practice schedule, inclement weather, travel plans, etc.)
- Records all of the team's scores at tournaments (including texting the scores), so that the team is correctly seeded at National Qualifier tournaments. Ensures that the coach has the list of Results at the end of each tournament.
- Responsible for the coordination and collection of team information/money for things like the NAVC Award Ceremony.

#### Food Coordinator

- Ensures that the team has food at tournaments
- Responsible for putting together a schedule that arranges for all parents to contribute to the Feeding of the team at home and at away matches and organizes parents to set up food Tables over the course of the season
- Ensures that the food arrangements conform to the nutrition guides established by the club (**See our website under "Forms" for details layout for each meal and excel spreadsheet for planning**)
- Works with the coaches and the travel coordinator to plan out the breakfast, lunch and dinner arrangements in advance, whether at a restaurant or bringing food in.



## **Score Reporter**

- Responsible for reporting scores after each match at all tournaments. All you do is go to the website after each match and pick the information from a drop down list. (Refer to the Forms section on the website for more details)

## **Team Photographer**

- Responsible for photo's of teams, coaches, parents at tournaments, practices and down times when having fun. The photographer needs to have a "real camera," cell phone's do not allow for great pictures to display correctly on website or in newsletter.

## **Chaperones Policy & Responsibilities**

Chaperones assist the coaches on traveling to and from tournaments.

A chaperone does everything that is reasonable and prudent to insure the safety of all team members. She assumes responsibility for the welfare of the players under her care, custody and control.

Individuals interested in volunteering as a chaperone for travel tournaments should notify their Head Coach. Every chaperone applicant must complete a USA Volleyball Membership form and background check.

Chaperone responsibilities included, but are not limited to, the following items:

- Each team that travels to a tournament will have one official chaperone. The chaperone is responsible for the team whenever the team is not playing, officiating or under the supervision of their coach. All other parents or guardians are expected to respect the chaperone and their responsibilities.
- Assures that all players following the safety rules as designated by the bus driver or the airlines whichever fits the mode of transportation to the tournament.
- Ensures that each athlete has a safe trip by assisting team's coach as requested (i.e. supervising team during breaks, patrolling corridors of hotel after lights out and keeping a watchful eye in the airport or on a bus, etc.)
- Places the safety and needs to the team first, in other words, the chaperone is on duty the entire trip.
- The chaperone has a meeting with the players and discussing the following:
  - Room accommodations-players responsibilities and conduct curfew (lights and lock down)
  - Reviews check-in requirements
  - Reviews team agenda and schedule
  - Review the NAVC no tolerance for alcohol, tobacco and illegal drug use.
  - Reviews the NAVC policy about athletes and how they must be in their rooms by curfew and remain in their rooms the entire night.
  - Discusses the schedule for team meals.
  - Reviews NAVC Travel Policy as it is found in the Parent/Player Handbook
  - Reviews phone policy
  - Reviews safety policy