

# Wave Volleyball Club Team Parent Roles / Responsibilities

## Description of Coordinator's Roles

### Team Parent

Your role as a Team Parent will be to assist your coaches with 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:

The best method of communication is through our GroupMe teams. We have already created a team group email address for you to use, as you will be providing a lot of team information throughout the season. There will be times you send emails, and other times when you simply send a team message via GroupMe. Be sure to acquire all parent's cell numbers as you may need those later! Texting is a great tool when you are at a tournament, as some don't always read their GroupMe messages. In addition to GroupMe, TeamApp might be used for all practice schedules as well as tournament details.

Works with the coaches and the travel coordinator to plan out the breakfast, lunch and dinner arrangements in advance. While eating meals together is not mandatory, it is highly encouraged for unity purposes.

### Tournament Food Coordinator (Optional)

Decide how you want to handle food with your team. The first item to decide on is how your team is going to make arrangements for food during tournaments. If families decide to work together to provide food for the whole team we recommend you ask a parent to be in charge of all food details for the season. This would mean they are responsible for getting parents to sign up for food support at tournaments. Food will need to be organized for local and away tournaments. Another suggestion would be to collect "x" amount of \$ from every family to start a food bin with supplies for every tournament. i.e. paper plates, plastic ware, napkins, peanut butter, etc. The team can decide if they choose the "team cooler" approach or individually bring their own food. This should be discussed at the Signing Night, but obviously, can be modified as the season progresses. If the "individual" route is chosen, there is no need for a Food Coordinator.

### Travel Coordinator

#### Hotel Arrangements:

Will arrange for team hotel reservations for 2 or 3 day tournaments. This is usually only for one to two tournaments a season, but a competitive team will have several more multi-day tournaments.

Hotel reservations for the team should be booked well in advance of the tournament date. It is advisable that hotels be booked within 2 weeks after the tournament schedule has been posted since hotels fill up quickly. Since some of the tournaments may be "Stay and Play", please be familiar with their hotel reservation policies and procedures. This is usually required for a "National Qualifier" tournament. Please consult with Dave Schatzmann or Mike Leatherland with questions regarding "Stay and Play".

Before booking rooms please consult with parents of the team and coaches to verify the number of rooms that will be needed.

**Meals:**

It is ideal to make sure the hotel has a breakfast option. For some overnight tournaments it is to your discretion to coordinate lunches or dinners as a team. Please make sure all team members and their parents are aware of this event with the location and time disseminated in either GroupMe or a text. It is advisable to work with the Team Parent when scheduling this event.

**Playing Venue:**

The week of the tournament please relay information identifying the playing venue and playing schedule (once available). For smaller tournaments the coach will be emailed the playing schedule from the tournament director so work with the coach in this instance on providing the information.

## **Team Treasurer**

The Team Treasurer will be responsible for budgeting, collecting, and reimbursing the coach for travel costs incurred during tournaments. The reimbursements will be for Travel Costs to and from each tournament and meals purchased by the coach during tournament days.

The Coach is NOT required to eat from any available hospitality rooms, as often they have no break. When a team is reffing, the Coach is required to be at the court, and often is the R1 (head official) in that match. That often leaves little time for the Coach to eat.

Travel costs (mileage and tolls) will be reimbursed in the following manner:

**Mileage: 70 cents per mile**

Calculate mileage from residence to tournament site or hotel for multi-day tournaments) and back.

**NOTE:** This is the 2025 (2<sup>nd</sup> half of year) rate. Once the IRS releases the rate for 2026, the info will be forwarded to each Team Accountant/ Bookkeeper.

**Tolls: Actual Tolls Incurred**

**Hotels: Actual Hotel Expenses Incurred**

The Club Director has a spreadsheet that can be a great tool to use. If you would like it, just request a copy.

It is advisable to budget and collect money for the entire season in the first couple of months in order to prevent having to continually collect payments from parents.

The REIMBURSEMENT should be given to the coach no later than one week following a tournament, provided all receipts were submitted. Use grace here, as sometimes, a receipt is not available, especially from a tournament snack bar, etc.

## Score Reporter

Responsible for VERIFYING scores after each match at all tournaments, and comparing the scores to what is reported in the AES system. This is EXTREMELY important, as these results will be used by OKRVA in seeding of teams for the Regionals Tournament at the end of the season. If scores are not accurate, it may result in a lower seeding, which is NOT desired.

IF you have any questions, please contact Peter Velet ASAP. The scores should be verified PRIOR to leaving the tournament venue.

## Team Chaperone

The responsibilities of a Team Chaperone include, but are not limited to:

Chaperones assist the coaches on traveling to and from tournaments. They will communicate with the coach to determine exact time and location to meet, discuss meal times and location, etc.

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.

Every chaperone applicant must complete a USA Volleyball Membership form and background check.

During the season we ask that parents attend as many tournaments as possible. For out of region or overnight traveling tournaments, we will have one designated adult female or family chaperone per team per event. The chaperone is a selected parent of a player on your team. A Team Parent does 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 Parent will always work closely with the 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.

There should be at least 2 Chaperones per tournament, just to be sure there is always one present with the kids when at the tournament site, etc. The primary reason for a Chaperone is due to liability reasons, especially medical emergencies involving a player, and USAV requires that any transportation to and from a tournament is either with a parent or a USAV Chaperone. If a player wants to travel with another player, whose parent drives, that does not require a Chaperone, as long as both parents have agreed to it.

Each team will be required to have THREE official chaperones PRIOR to tournament play. The cost of the registrations should be shared among the entire team equally, so a partial reimbursement should be given to all chaperones once they've completed their requirements. The reimbursement will be processed by the Team Treasurer.