

CLUB SELAH

Team Representative – Chaperone Duties

Club Selah requires each team to have a Team Rep to handle the team's administrative, budgeting, and travel responsibilities. Team Rep is simply a Club Selah designation and is done to allow the team coach to focus exclusively on coaching. Team Reps will be registered with the Evergreen Region Volleyball Association (ERVA) and the USA Volleyball (USAV) as either a **Coach** or a **Chaperone**.

ERVA & USAV require every adult who has official contact with the players to be registered with a full adult \$60 USAV membership with \$20 background check, along with IMPACT and SafeSport training. All cost for memberships and trainings are covered by Club Selah. This adult membership and extra trainings allow the adult to act in place of the coach (in the case of tardiness or some other emergency reason) so that the team will still be allowed to play. ERVA requires every team at every tournament to have a registered Coach and Chaperone present and listed on the roster – NO EXCEPTIONS.

Tasks: Club Selah recommends splitting the duties between 2 or 3 adults

Good News! There are experienced previous year Team Reps and Chaperones in our club. There are many years of experience, tip sheets, and best practices to pass along (there is no reinvention of the wheel here)

1. **Budgeting:** Preparation of the team budget and calculation of the team fee charged to each player. Budget will include coaches pay, tournament fees, coach overnight stipends, and the Club Selah player fee. If desired other expenses such as coach year-end gift, year-end team party, team clothing, and extra chaperone can be added.

Club Selah will provide the budget worksheet template, coach pay amount, and Club Selah player fee amount (club overhead). Player fees will be collected by Team Reps.

2. **TeamSnap:** Monitoring, updating and oversight of team page. Includes posting info on home page, encouraging player profiles to be kept current, entering tournament schedule, encouraging players to update availability to practices and tournaments, updating player payments, assigning refreshments, posting pictures, and sending out informational messages.

Communicating with the team asking for any weekly schedule conflicts to pass on to the club practice scheduler.

3. **Tournaments:** Selection of season tournaments to prepare budget, official registration for tournaments online, communicate list so club treasurer may pay for tournaments.
4. **Travel:** Coordination and hotel room blocking on applicable away tournaments.
5. **Refreshments:** Coordination and scheduling of individual refreshments at all tournaments.
6. **Monitoring & Oversight of Coach:** Monitor coach teaching practices & compliance with Club Selah player policy; general oversight.

7. **Interface between Parents and Coach:** Club Selah DOES NOT allow parents to talk to coaches about individual player or team activities without the Team Rep and/or Club Director present. Parents may talk to Team Rep with comments/concerns which are then decided to bring to the coach or Club Director. Players may always talk to the coach.

A Chaperone should arrive early to practice and stay until all players have gone.

8. **Monitoring and Oversight of Parents:** Compliance with the Club Selah PARENTAL STANDARDS; administration of warning and penalty system.
9. **Team Representative on Steering Committee:** Most of Club Selah's decisions are made by popular agreement, however, if a vote is required then each team has 1 vote with Club Director acting as tie-breaker.
10. **Attend Tournaments:** ERVA requires that a Chaperone be present at tournaments at all times. It is not the expectation for the coach to monitor the players during non-playing time. This is why we recommend two or three adults split the duties because not every Chaperone may be able to attend all day but as long as we have at least one there at all times, we are covered.