

## **CHECKLIST OF TO DO'S FOR TEAM REPRESENTATIVE**

- ✓ **Provide team members with a complete list of player and coach contact information including email addresses and cell phone numbers.**
- ✓ **Obtain each player's date of birth.** You will need this for the Team Roster forms when registering for tournaments.
- ✓ **Notifying all team members of practice schedules, tournament schedules, cancellations and changes in the aforementioned plans, and all other information deemed essential by the coach.** You will receive the practice schedules and tournament schedules from your Coach, Coach Williams or myself as the information becomes available. Some tournament coordinators will email you directly with the tournament brackets and rules. Each tournament varies.
- ✓ **Register the team for Tournaments after Coach approval.** See the Budget guidelines and Tournament Checklist for more information.
- ✓ **Coordinate transportation, hotel, and foods arrangements for all "away" tournaments.** These travel plans should be confirmed by Tuesday evening before a weekend tournament. Reserving blocks of room for your team is recommended.
- ✓ **Make hotel arrangement for the coaches if the coaches request help.** Please check with your coach to see if he/she needs your help with hotel accommodations.
- ✓ **Organize on-site team cooler.** Team Reps are not responsible for stocking or paying for the coolers, rather, they are just responsible for the coordination of the same. Make sure to review Tournament Rules regarding coolers. Some tournaments prohibit coolers.
- ✓ **Team Dinners and Parties.** Please coordinate team dinners and parties with the Coach and parents. All parties and team dinners will be at the expense of each team.
- ✓ **Team Roster, Line Up, Score Sheet.** You may want to keep a completed Team Roster, blank Score Sheets, and blank Libero Tracking and blank Line Up form in your folder. Sometimes your coaches will forget their Roster and Line Up forms and the players who are keeping score may need the Score Sheet or Libero Tracking form. This very rarely happens but better to be prepared.
- ✓ **Tracking Tournament Scores.** You will need to keep track of the scores at each Tournament. You will need: Each game score, opposing team name and code, record win or loss, date, tournament name, finish place in tournament. Attached you will find the **Team Regional Report**. This report must be submitted to Mary Lynn Mihm, Club Director, prior to Regionals. A note will be forthcoming letting you know the turn in date. Turn in dates are usually three to four weeks prior to the Regional Tournament.

**TEAM REPRESENTATIVE  
CHECKLIST OF FORMS, CERTIFICATES AND REGISTRATION**

- ✓ **Make sure that you register with OkRVA as a Team Representative.** You must be registered. As Team Rep. OkRVA requires a background check as part of your registration. You may register on OkRVA online. You will register as a “new” member or renew just as you did for your player.
- ✓ **You must maintain a set of the “Medical Release” forms for each girl on your team.** This form can be printed off during the registration process with OkRVA or maybe reprinted from the OkRVA website. Parents simply need to log into their account and reprint the form, then fill it out and turn it into their Team Representative. You will need to take these forms with you to each tournament. Please copy a separate set for your Coach, your Coach also needs to have a set of releases with him/her at each tournament. Please remind your parents that they need to turn their forms into their Team Rep. Team Rep. will give the original forms to Karen Gormley, Club Vice President. Players will not be allowed to play in tournaments until their form is turned in. At the end of the season you should collect the Coach’s copy of the Medical Release and turn both sets into Karen Gormley.
- ✓ **You must obtain a signed “USAV Waiver & Release of Liability & USAV Participant Code of Conduct” form from each player on your team.** This form can be printed off during the registration process with OkRVA or maybe reprinted from the OkRVA website. Parents simply need to log into their account and reprint the form, sign it and turn it into their Team Representative. Please make a copy for your coach of each player’s form and return the original forms to Karen Gormley.
- ✓ **You must obtain a signed Player/Parent contract from each player on your team.** This form is attached to your packet, and is entitled “Bartlesville Eclipse Volleyball Club, Player/Parent Contract, 2012-2013.” Please make a copy of this form for each athlete on your team. Have each parent/player sign this form and return them to you. Please make a copy of each player’s contract for your coach. Return the original copy of the player/parent contract to Karen Gormley.
- ✓ **You must obtain and keep the USAV registration numbers for each player and the Team Codes.** Once every player has been registered on your team, you will be receiving the player OkRVA numbers. You will need these numbers during the Tournament Registration process. The OkRVA Team codes may be found at [http://www.okrva.com/forms/team\\_codes\\_1011.pdf](http://www.okrva.com/forms/team_codes_1011.pdf). Do not wait on Team Codes or Player number to register for tournaments. Tournament directors understand that the information will be forthcoming.
- ✓ **You must track verification of the player’s scorekeeper/referee certification.** Each player is expected to receive certification as either a scorekeeper or referee. You will want to coordinate with the Coach to make sure your team has sufficient scorekeepers and referees. Teams tend to be short on scorekeepers. Bartlesville Eclipse will be hosting a scorekeeper/referee clinic. The date has not yet been set by OkRVA. Notices will be sent out as soon as the date has been set.