

**North Atlanta Volleyball Club  
Team Mom (Parent) Information & Guidelines**

This Team Parent Packet is to be used as a guideline to help you with your daughter's team members, parents and coaches.

**Enclosed are:**

- **Player/Parent Contact List** – be sure to get all players and parents to list their names, addresses, phone numbers, and email addresses (Email is imperative). Return list ASAP.
  
- **Coaches & Team Parent Contact List** – Get the coaches & team parent information and return form to the TEAM MOM COORDINATOR. It is important to include cell phone numbers and email addresses. Return ASAP a complete list of all team parents will be distributed.

**Return the above forms to the club's Team Parent Coordinator or submit the information to them via email ASAP.**

- **Team Data Information** – Have all players verify information and fill in any blanks that are applicable. After this years Referee&Scorer's Clinic, please fill in who attended which clinic. USAV #'s will be provided at a later date. The club's Tournament Director will need all of this information to be able to do the registrations for all tournaments.
  
- **Team Tournament Schedule** – Get with your teams coach, parents, and players to vote on all tournaments and dates your team plans to play at. List all tournaments and dates your team plans to attend.
  
- **Tournament Results Form** – Must be emailed or given to the Tournament Director no later than the Tuesday after the tournament your team participated in. These results are needed to compile information on the ranking of your team and also needed to update the NAVC Website.

Also Enclosed are:

- **Parent Questionnaire** – Sample questionnaire to help you organize tournaments.
  
- **Tournament Estimated Fees** – This is just one example of how you can coordinate the tournament & coaches expenses that each player is responsible to pay ( this is in addition to the uniform & base fees paid at the Parents Meeting) Tournament entry fees will be billed by the Club Treasurer for all tournaments the team has selected to attend.

### **Team Parent's Responsibilities:**

- Please provide your name and information as Team Parent to the Team Parent Coordinator who will maintain a master list of all Team Parents. You may have 2 Team Parents on a team to share or split the responsibilities.
- All Team Parents will be able to contact other Team Parents to coordinate travel and hotel arrangements when going to the same tournaments. This will enable the girls/parents to get to know each other from North Atlanta Volleyball Club. Please feel free to share ideas that have worked for your team in the past with other Team Parents and the Team Parent Coordinator.
- Coordinate tournament information between coaches, parents, and the tournament coordinator for your team. The Travel Coordinator will provide you with the school destination to play and any directions sent from the tournament source. You will need to distribute the following information: directions, hotel information when applicable, and/or coordinate group to travel together. The Team Parent will only make reservations for the coaches, chaperones, and players. Each parent is responsible to make their own reservations for themselves.
- Please assure your team and parents that they will know there is a tournament coming up, but the club may not know the exact school/location of the tournament until the week before the scheduled tournament. Information will be passed along as quickly as possible.
- Notify team of deadlines for tournament refunds/cancellation if an emergency arises or not enough team players available to participate. If canceling, must notify the Tournament Director ASAP. **For SRVA tournaments, the Tournament Coordinator must notify SRVA 10 days prior to tournament to cancel and receive refund.** (unless rules have changed you will be notified by the Tournament Coordinator after the request is submitted)
- Team Parents need to have copies of ALL Medical Release Forms for each player on hand at and for ALL tournaments and practices. The coach must at all times have the originals with them. The Treasurer will send forms after submission to USA Volleyball.

### **Other suggestions for you and your team:**

- Assign another parent to coordinate and head up the food arrangements for tournaments.

### Examples that have worked well:

1. Each parent signs up for the same item to bring to each tournament throughout the season. This helps to eliminate who is to bring what at each tournament. If a player is not attending a particular tournament, the player's parent would contact the coordinator and arrange to get items to the Food Coordinator.
  2. Collect monies for certain items like water & Gatorade, Powerade, and one person would purchase these specific items for each tournament. Snacks would be divided among the parents.
- Assign Parent or Team Parent to coordinate Team Chaperones (if needed)
  - Assign Parent or Team Parent to collect Coaches Expenses: Travel, Hotel, and team travel if needed by rental van or airline ticket(s). The coaches incidentals such as gas and food do not be collected by the team.
  - Assign Parent or Team Parent or Coach to send updates for the NAVC Website for your team. All information that is to be added to the website needs to be on by Monday night after the tournament and will be put on the web within 3 days of receiving it. All information that is submitted late will be posted late and does not look good for your team. Please contact the NAVC Webmaster for more information if needed, the email address is placed on the NAVC Website.

### **Tournament Expenses:**

The team is responsible for paying the coaches (divided equally among all team players)

- Hotel expenses – when the team stays overnight and the trip is more than a 3 hour drive.
- All Travel Arrangements. Example: rent of van for the team to travel in and car if needed to transport additional equipment, players and or coaches.( not a car for the coaches to drive solely for their own purposes)
- Coach travel expenses are paid by the team such as airline tickets (if team is flying) and hotel.
- Coaches shall receive a \$8 per diem (\$24.00 per day) for meals to be paid by the team.
- Coaches will be paid for all gas receipts for travel to and from tournaments at .41 cents per mile.
- Team MUST vote on travel arrangements when flying or renting a van.
- **ALL TEAM PLAYERS ARE RESPONSIBLE FOR ALL TOURNAMENT ENTRY FEES OR CANCELLATION FEES WHETHER YOU ATTEND OR NOT.**

This information sheet is a suggested guideline for each team to follow, however the submission of all information needs to be handled accordingly.