

JAVA

**TEAM PARENT
REPRESENTATIVE
HANDBOOK**

TEAM PARENT REPRESENTATIVE

One of the important ingredients to a successful JAVA club season is the Team Parent Rep. Each team will have a representative who serves as the liaison between the coaching staff and the parents. If you are interested in serving as the Team Parent Rep for the team, please contact the any JAVA Board Member.

RESPONSIBILITIES

As the Team Parent Rep you are assuming certain responsibilities for the welfare of the players under your care, custody and control. You are also responsible for the team communications, including information regarding tournaments and information from the coach and board. To assist you in knowing what your responsibilities are we have created this information sheet for you. Please read and discuss these responsibilities with the team coach. If you understand and accept these responsibilities please sign and date the bottom of the form and return the form to the coach.

As a TeamParent Representative, I understand and take responsibility for the following:

1. Acts as a liaison between the coach and the player's parents. Communicates regularly with the coach and informs the team of changes in practice times, tournament schedule changes and any other information that needs to be distributed to the team.
2. Serves as a Team Parent Representative to the JAVA Club Administration. Attends JAVA Club meetings as a Team Parent Rep as required. Any information presented at the JAVA Club meetings and to communicate back to the team parents by the Team Parent Rep.
3. Collects, maintains, and distributing of the team information Contact Tree Roster, which will include at least the following: players full name and uniform number, address, home phone number, cell phone number, parent/guardian names, parent/guardian email address, player's email address.
4. Collecting player's dues, uniform deposits when needed, and any additional team monies. These will be tracked on a Team Spreadsheet and once completed returned to the JAVA Club Treasurer. Completing and distributing receipts to players for any monies collected by the team.
5. Assist in distributing Team Uniforms, Apparel, and equipment to Players and Coaches at beginning of the JAVA season. Collect Team Uniforms, Apparel and equipment at the end of the JAVA season.
6. Update and distribute Team three-ring binders to Coaches at beginning of JAVA volleyball season.
7. Organizing and distributing Tournament information to players and their parent/guardians as soon as information is available. This includes times and dates of tournaments, location and directions, and hotel reservations.
8. Attend and participate in all JAVA Team Parent Rep meetings.
9. As an assigned driver transporting players to and from an event. I will obey all traffic laws and will not take any driving risks that will place the players or me in a harmful situation. All players as well as myself will wear seatbelts while in the automobile. If using my personal automobile for transporting players, I understand that I am responsible for any accidents or injuries to my

automobile, myself or to the players. I agree to have automobile liability insurance in the amount of \$300,000 or more covering the automobile I will use to transport players. I agree not to transport more players than my automobile has seatbelts for.

10. The Team Parent Rep is responsible for communicating the following to the players and their parents:
 - a. Assist in making travel arrangements and hotel accommodations for overnight tournaments.
 - b. Monitor player responsibilities and conduct in hotels and at tournaments.
 - c. Enforce curfew.
 - d. Check-in requirements with you if the players are going to leave the hotel.
 - e. Review of departure times and team activity agenda times.
 - f. Alcohol, tobacco and illegal drug restrictions.
 - g. Coordinate Team meals and player/coach sports drinks replenishments.
11. Requests assistance from Chaperones and Volunteers whenever possible for smooth transition in any of these responsibilities.
12. Report any player or coach misconduct to the Tournament Director and JAVA President during tournament play.
13. I will refrain from using alcoholic beverages while conducting my chaperone responsibilities. I will absolutely not drink and drive myself or any players while acting as a chaperone. If for any reason I feel impaired to chaperone, drive or carry out any of my responsibilities I will personally contact the team coach or Board President and advise him/her of my impairment.
14. I will do everything that is reasonable and prudent to insure the safety of myself and the players while performing any chaperone duties.
15. Immediately report all player and/or coach injuries and/or property damage s to the JAVA President and Tournament Director. Assist in filing and completing injury/property damage reports with the player and parent. Forward completed Injury/Property Damage Report to the Tournament Director and copy to JAVA President.
16. As a Team Parent Rep, I understand that I am working under the direction of JAVA, WEVA and USA Volleyball Association. Any General Liability, insurance available to JAVA, WEVA or USA Volleyball Association (excluding auto insurance) is also made available to me while working on behalf of at the direction of JAVA, WEVA or USA Volleyball. I understand that I may be personally responsible and liable for any of my actions that fail outside the scope of authority granted to me by JAVA, WEVA, USA Volleyball.
17. THE TEAM PARENT REP IS NOT AN ASSISTANT COACH AND IS NOT INVOLVED IN ANY COACHING DECISIONS REGARDING LINE-UPS, PLAYING TIME, ETC..
18. I have read, understand, and signed the completed USA Volleyball Chaperone Responsibilities Form.
19. I have read, understand and signed the completed USA Volleyball Waiver & Release From Liability Form.

20. I have read and understand the article on Regional Volleyball Association of USA Volleyball Background Screening Policy.
21. I have read and understand the article on Why Does USA Volleyball Do Background Screening.
22. I have read and understand the article on Rented or Hired Vehicles For USA Volleyball Events.
23. I have read and understand the JAVA Parent Code of Conduct.
24. I have read and understand the conditions of the WEVA Code of Conduct Handbook.
25. I will be expected to attend a Team Parent Rep. Training Session for me to be familiar with my Team Parent Rep. responsibilities throughout the JAVA season.
26. All Team Parent Reps. must have e-mail access, telephone, and/or cell phone.
27. All Team Parent Reps. are responsible for replenishing First-Aid kits.
28. No Team Parent Rep. shall take upon themselves to place any Players/Coaches/Parents volleyball apparel orders in the JAVA organizations name with any Sports stores. Team Parent Rep. must take orders and forward to the JAVA Treasurer or JAVA President for them to place the orders on the JAVA Club's behalf at any specified Sports store.
29. All Team Parent Reps. shall perform additional duties as from time to time may be assigned to them by the Board of Directors, JAVA Administrator, and/or Team Coach.

JAVA MEMORANDUM OF UNDERSTANDING

I HAVE READ AND UNDERSTAND ALL THE ATTACHMENTS TO THE JAVA TEAM PARENT REPRESENTATIVE RESPONSIBILITY HANDBOOK.

I UNDERSTAND AND WILL ABIDE BY THE JAVA TEAM PARENT REPRESENTATIVE RESPONSIBILITY HANDBOOK AND IF I DO NOT FOLLOW THESE CONDITIONS AT ANYTIME, I MAY LOSE ALL PRIVILEGES GRANTED BY THE JAVA CLUB AS A PARENT REPRESENTATIVE FOR MY TEAM AND I MAY BE REMOVED FROM THE CLUB PENDING ON THE SERIOUS OF THE CONDITION(S) VIOLATED.

Signature

Date

Print Name

Team Name