

**SANTA BARBARA VOLLEYBALL CLUB**  
**THE TEAM PARENT**  
**“Tip Sheet”**

*This “Tip Sheet” was prepared by past SBVC Team Parents over the years who thought it may be handy to help new Team Parents have a successful season with their teams.*

Each team will have a “Team Parent”. The Team Parent is an important member who enhances the team’s organization and cohesiveness. An effective Team Parent enables the coach to focus more on coaching and less on paperwork and tournament logistics, while also helping the Club Directors with various tasks relating to communication and dissemination of materials to teams.

Typical Team Parent responsibilities may include:

- Assisting the Club Administrative Director in the online registration and collection of paperwork;
- Completing and disseminating carpool assignment sign-up sheets;
- Confirming transportation needs and driver responsibilities for each tournament;
- Collecting cell phone and email addresses for the entire team for ease in communication;
- Organizing and confirming the necessary arrangements for overnight tournaments, such as accommodations, meals/reservations and collection of monies for gas and other expenses;
- Assisting coach in the selection/identification of chaperone(s) for overnight tournaments *and* post-season play;
- Communicating schedule changes and other important information from the coaches and Directors to the rest of the team’s parents and players;
- Coordinating with other parents to organize social activities such as team dinners, sleepovers, etc., and any fundraising events the team would like to undertake.

**To Do List:**

Discuss your role with the coach as soon as possible - find out what their needs are and their expectations of you and the team. Tip: each coach has their way of doing things.

Meet with your team’s parents, players and coaches as soon as possible to introduce yourself and discuss the rules and expectations you have discussed with the coach. Tip: Find out coach’s ideal curfews and confirm with parents, as well as finding out things like which movie ratings are appropriate for your team.

Confirm that all parents have signed up for driving to tournaments. Copy and distribute to all parents and your coaches the finalized driving list. Tip: make sure to confirm prior to each tournament.

Collect email addresses for all parents and players and set up a group distribution list for your team. This should be done at the very beginning of the season! Send a group email distribution list to the Administrator and the coach. Tip: confirm with parents that you will communicate primarily through email so that it cuts down the time of phone calls - make sure they check it constantly.

Prepare a list of all parents and players cell phone numbers to distribute to all parents and coaches of your team. Tip: make a small chart and laminate it for easy use in cars or purses.

**DAY TOURNAMENTS**

Confirm Site and Drivers with team as soon as you find out the site. Confirm Meeting Site, Meeting Time, and Departure Time. Confirm seeding with coach and let parents know when the players will be expected to play. You can send this via email or via notice sent home with player.

Confirm with Coach re car assignments for girls. Some coaches prefer assignments, some don’t. Some teams may find it necessary to break up “cliques” - this is to the coach’s discretion.

Confirm with drivers the items to bring to set up the camp site outside the gym:

- Ground Tarp or Blankets (you don't mind getting dirty), table cloth
- Chairs
- Portable table
- Awning Type Tent

NOTE:

Food & Water: Players are expected to bring their own food and water for day tournaments. However, drivers/chaperones may want to bring extra food and water for those who forget or like other people's food better! Some sites, like the ASC, have cafeterias – check with the coach.

TIP: bring

- Rolling Coolers if possible
- Water: sport top bottles-names marked with Sharpie
- Gallon water bottles and funnel to refill individual water bottles

Players MUST stay with their team at the site; Parents may leave to buy food and bring it back to the site, but players do NOT leave the site.

## **OVERNIGHT TOURNAMENTS**

All teams will be participating in overnight tournaments. The Club handles collection of money for these tournaments through the dues. The Club will make hotel arrangements for the Team - all teams will stay at the same hotel as the rest of teams and Director.

Keep in mind, the object is to make the trip as affordable as possible, and the team is to stay together as a team. PARENTS MUST UNDERSTAND THIS IS NOT A VACATION TRIP. The idea is for everyone to share rooms if possible. The Club expects the players to stay in rooms together as opposed to staying with their parents. Parents who would like to attend but are not chaperoning, should make their own hotel arrangements and payment.

TIP: Many teams have found it beneficial to rent a 15 passenger van - Enterprise Rental Cars on upper State Street.  
TIP: Dinner reservation - team parent should make in advance. Ordering Pizza to be delivered is the easiest plan - hotel desk can direct you.

Coach will assign Players to rooms.

### **Lunch ideas**

Chaperones will need to prepare coolers for lunch:

Sandwiches (bring the ingredients so they can be custom made by the players):

Bread, sliced turkey, ham, cheese, peanut butter, jelly, egg salad

Hard cooked eggs

Fruit (cut up)

Veggies and dip, Edamame

Cheese and crackers

Big salads, such as Chinese chicken salad, grilled chicken Caesar, etc.

Non-food items to bring: cutting board, sharp knives, cheese slicer, paper towels and napkins, Wash and Dry towelettes, paper plates

Confirm with coach re Sugars and Sodas. TIP: Dessert for the team- for after the tournament is over

### **Hotel /free time**

Coach will determine curfew. Chaperones will do a room check; coaches will follow through with discipline the next day if any problems arise.

Coach sets time for players to be at breakfast. TIP: Hotel serves breakfast - confirm time it opens.

Chaperones and/or Coaches to meet with team prior to overnight to remind players and parents re Club guidelines and No Tolerance policy.

Confirm with team regarding group activities. Make sure to collect funds prior to leaving for group activities, if any.

### **POST-SEASON TOURNAMENTS**

(All previous day and overnight tips apply)

In addition:

Rolling ice chests and ice

Laundry will be done every other day. All clothing should be marked with permanent ink. Bring a Sharpie! Bring detergent.

More information will be given to Chaperones prior to leaving for the week long tournaments.

(See Sample Overnight Itinerary Below)

(SAMPLE OVERNIGHT ITINERARY- FILL IN THE BLANKS)

### **Tournament Information Sheet**

**Tournament Date:**

**Tournament Site:**

#### **Expenses.**

List here the amount to be collected by each player and the date they should bring it to practice.

#### **Drivers.**

Identify and contact the designated drivers to confirm the driving assignments, number of players they can take, etc. List them here.

Confirm that the administrator has the necessary insurance documentation and that the coach is carrying the medical releases and numbers where they can be reached in the event of an emergency.

To ensure a prompt departure, ask the coach for a list of which players should ride together in which cars ahead of time. This also helps to eliminate clics among the players.

#### **Departure.**

Check with the coach and be sure all players and parents know the time and place of departure. List information here.

#### **Lunch.**

Determine ahead of time if and where the team will be stopping for lunch or dinner on the way, if necessary. List here and attach directions to this sheet.

#### **Lodging.**

Make reservations far enough ahead of time to avoid problems. Select a hotel which is centrally located or, if you know the tournament site, close to the site. Decide how to hold and pay for reservations (i.e., personal credit card, check mailed in advance, etc.)

List the specifics here: the name of the hotel, the address, the phone number, the confirmation number, the room rate and attach the directions to the hotel to this sheet.

**Dinner.**

Try to schedule a team dinner or other meal either before the tournament or afterwards. *Make reservations in advance* so that the team can sit together and not have to wait too long on a weekend evening. Confirm the reservations if possible on the way from the tournament site.

List the time of the dinner reservations and name of the restaurant and attach directions to this sheet.

**Breakfast.**

Many hotels offer breakfast. Call ahead and find out what time they begin serving. If the time is too late, or if the hotel does not provide breakfast, make arrangements to have a quick breakfast at a restaurant, or a good alternative would be to have bagels, fruit, smoothies, and other items in one of the hotel rooms. You'll need to plan ahead for groceries.

**Tournament.**

Provide the name of the tournament site along with directions. Include the starting time, and when the coach expects the team to arrive to the site.

**Lunch/Dinner.**

If the drivers agree, suggest a stop for lunch or dinner on the way back. List a restaurant and attach directions, or specify that everyone is "on their own" but must meet back at the meeting site in Santa Barbara to drop off the players.

**Shopping or Other Free-Time Activity.**

If time permits, suggest a convenient activity for the entire team during their off time. Check to see if the hotel has a pool for a convenient activity.

**Notes.**

List the names and cell phone numbers of the drivers (and other attending parents if desired).