



Mariners Volleyball Club Team Manager Duties

We believe the active inclusion of our parent group through various volunteer opportunities at the team and club levels helps ensure a successful and enjoyable season for all involved. We also believe this commitment will contribute to the longevity of the club, so we see your involvement as essential.

This organizational structure allows our coaches to focus on coaching and the management team to administrate and coordinate within their team, the club and with other clubs. Your expertise and time to help with this is critical to each team's success.

Manager Role

- Main team contact for club and head coach.
- Coordination of management team for all things TEAM and CLUB related.
- Liaison between club management, coaches and team parents.
- Compile contact list and distribute.
- Coordinate directly with parents for volunteers for various duties at each tournament please see score-keeper and lines person duties below.
- Work with coach to ensure that updates with the team's schedule are distributed.
- Block book hotels for out of town tournaments (**excluding Provincials**). Individual parents are to call in and reserve their own hotel rooms. Do not book hotels until confirmed entry into events.
- Reserve hotel rooms for the coaches (**excluding Provincials**), coaches will pay for their own rooms and be reimbursed by the club. Do not book hotels until confirmed entry into events.
- Coordinate/implement any other club or coaches' requests.
- Work with other parents to around food coordination.
- Understand and abide by the Mariners Volleyball Club fundraising guidelines.
- Create roster labels for the team. Roster template can be found at <http://www.volleyballbc.org/club-volleyball> - Scoresheet Label Template (Avery 5162)

Score Keeper Duties

- Score keep games and out-of-town tournaments.
- Must be able to fill out score sheet (online tutorial available on Vball BC website) or flip scores. Preferably both.

Lines Person Duties

- Lines Person including out-of-town tournaments.
- Duties include calling balls in / out, watching for foot faults on the server, and calling if the ball was touched before it goes out.

I _____ understand the roles and responsibilities as a team manager.

(Signature)