

# Guardian Roles

*Approved August 1, 2024*

The Lanark United Volleyball Club believes that the active inclusion of guardians through various volunteer opportunities at the team and club levels helps ensure a successful and enjoyable season for all. LUVVC believes this commitment contributes to the longevity of the club and sees guardian involvement as essential. Guardian volunteers allow our coaches to focus on coaching. The time and expertise of our team volunteers is critical to each team's success.

The following details volunteer positions needs for each team, to be selected by the coach and player guardians.

## Team Manager Role

The Team Manager's role is to support coaches with the various administrative and behind-the-scenes tasks necessary for a productive season so that the coaches can focus on what's most important: the athletes. The Team Manager will attend two meetings with the Director of Internal Communications (in October and January) and will maintain regular communication with the coaches.

### Team Manager Duties:

- Liaise with the coaches and send out email correspondence to guardians and athletes as deemed necessary by the coaches.
- Transfer email correspondence from the Director of Internal Communications to guardians and athletes (tournament/game/event info, etc).
- Communicate arrival times and post the tournament schedule in TeamSnap.
- Make changes to TeamSnap schedule as needed, through communication with coaches and Director of Operations.
- Coordinate directly with guardians for volunteers for various duties at each tournament (please see score-keeper and linesperson duties below).
- Book block hotels for out-of-town tournaments (**excluding Provincials**). Individual guardians 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, including team meal restaurant reservations at out-of-town tournaments.
- Work with other guardians around food coordination for tournaments.
- Create roster labels for the team. Roster template can be found at <https://www.ontariovolleyball.org/coaches-resources>

## Minor Officials

Teams are required to provide a minimum of one scorer per game at all tournaments. At non-OVA tournaments, teams may be required to provide a non-athlete volunteer to perform lines. LUVVC requires one guardian per athlete to be trained as a minor official. This training is mandatory.

Scorer Duties:

- Complete official Volleyball Canada and/or OVA scoresheet (online tutorial available on OVA website).
- Communicate with referee.

Assistant Scorer Duties:

- Flip scores.
- Communicate with referee.

Linesperson Duties:

- Call ball in or out of lines and outside of antenna; call touches on balls that land outside of the court; call foot infractions on the serve.
- Communicate with referee.

## **Social Media Representative**

The Social Media Representative's role is to provide photos to the Director of Marketing and Promotion for use on marketing materials and social media channels.

Social Media Representative Duties:

- Gather media from tournaments, practices, or other team events.
- Email/upload media to be accessible to the Director of Marketing and Promotion.
- Advise Director Market and Promotion of any missing or opt-out social media releases.
- Do not provide LUVVC with photos including athletes who have opted out.

## **Fundraising Representative**

The Fundraising Representative's role is to lead fundraising events to support the Team's financial needs. The Fundraising Representative will attend two meetings with the Director of Fundraising and Sponsorships.

Fundraising Representative Duties:

- Determine fundraising goals in concert with the Team Coach and Team Manager at the start of volleyball season.
- Submit requests for approval of fundraising activities to the Director of Fundraising and Sponsorships to ensure activities are in keeping with Club values and policies.
- Report financial accounting records through LUVVC Fundraiser Forms.
- Tracking of Fundraising Opt-In Forms as detailed in the Club Fundraising Policy.

- Ensuring any team events have a designated person responsible for the oversight of each team-led event. The Fundraising Representative does not need to be the only person responsible for the planning of events but will be responsible for the reporting of the financial records for the events.
- Communication to team any LUVC events that require volunteers or donations.
- No team shall open a separate bank account.