

TEAM COORDINATORS!

Q&A:



Q: WHAT IS A TEAM COORDINATOR?

A: *Every team in the league has a team coordinator. This is a volunteer role, that one person from each team will sign up for at the beginning of the season through their team's Manager. This role will fulfill your required volunteer hours.*

Q: WHAT DOES THE TEAM COORDINATOR DO?

A: *Generally, the role of the TC is to help facilitate the coaches and assist with the team's organization of "off the field" events such as: collecting team donations & distribute as allotted, snack sign up, logistics of uniforms & customization, share pictures on TeamSnap, support the basket coordinator, plan the end of the year gathering/coaches' gift. Most importantly - help communicate with everyone. We realize, life can be hectic and not everyone can check their email every second, or we all can easily forget something on our "to do" list... this is where the TC comes in! The TC is the liaison between the managers, coaches & PHBA board, to make sure all of the information gets to your teams and parents have a "go to" person on the sidelines to ask questions to.*

Q: WHAT AND HOW DO TO COMMUNICATE TO OUR TEAM?

A: *We have been excited to launch the use of TeamSnap throughout our league! It's an amazing tool that can streamline everything we all need to know- practice/game schedule, snack sign up, rosters, contact info, events and as well as messaging. You can even let your team know when cannot attend a practice or game or direct message the team. We encourage everyone to utilize this free app. Team Managers can adjust a setting in their Team Snap app, that will allow the TC's to have more of an admin role to help with team communication and scheduling. This is a HUGE help to all busy coaches out on the fields!*

Q: WHERE DO I FIND ALL OF THE DATES, EVENTS, AND INFORMATION TO SHARE?

A: *Most everything you need to share with your team will be posted on our website. It's always great to add some of the website content to your Team Snap app so everyone can quickly reference it and stay up to date. In addition, PHBA will be sending weekly newsletters out to the league to keep everyone up to date.*

For the TC & BC- We will have a link on our website to a Google form that will allow us to have your contact and volunteer information. If we need to contact the TC's or BC's directly- we will do so with the information you provided in the questionnaire. Basket Coordinators will also need to provide their basket theme and value.

Q: HOW MUCH DOES EACH TEAM HAVE TO COLLECT AND WHAT IS IT USED FOR?

A: This is entirely up to each team and what plans you have anticipated for the season! The top 3 things the donations are used for is:

1. Every team is required to make a "team basket" that we utilize throughout the season as our biggest fundraiser to assist our league in operating. Each basket should be valued above \$200.00.
2. The custom names on the back of the player & coaches jerseys. At uniform pickup, we will provide contact information for a local screen printer you can use or NEW THIS YEAR you can follow the link on our website to our local uniform distributor, fill out your team information, jersey numbers & names to be printed, the company will print your players names directly onto the uniforms before we pick up them up to distribute to the league. At this time- the projected date for uniform pick up is February 25th. We will keep you posted, if it can be sooner.
3. End of the season get together/coaches' gift. Additional ideas that some teams like to account for could be a team banner, silly socks, numbers on hats/jerseys, etc. However, that is definitely not required and up to each team. We have found it is easier to collect the funds one time, at the beginning of the season and then allot the donations as necessary.

Q: WHAT OTHER VOLUNTEER INFORMATION SHOULD I KNOW?

A: That we THANK YOU! And, we are always here if you have questions. The most important thing is that our kids have fun and that is made possible because of our awesome volunteers! The handful of team volunteers that your Managers spoke about at the beginning of the season (i.e., TC, ump, scorekeeper, etc.) are all to get the season up and running! Moving forward, volunteer opportunities will be needed from those who did not sign up for a team specific volunteer role and still need to fulfill their LAFF hours this season. Volunteer sign-ups will be posted on our website soon. Some volunteer examples would be- opening day set up/take down, picture day, raffles, snack shack, etc. We need everyone's help

Thank you once again, for your volunteer efforts!

Best regards,

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