

## Tips for Team Representatives



One of the most common obstacles for new teams in the MWSL is a lack of organization and experience running a team. For this reason, the MWSL interviewed some of our more experienced team reps to get an idea of what they do to make the Team Rep experience more enjoyable. Here is a list of some of their best tips to reducing stress and increasing organization.

### Do

- Have a team meeting at the beginning of the year to gather deposits, get commitments and discuss any team issues, such as attendance and forfeits. Provide a breakdown of costs so players understand why they are being charged what they are.
- Contact players early in the year and require a commitment 2 weeks before player registration
- Collect a Deposit from each player to help cover team registration fee's (most teams collect between \$50 and \$100 dollars)
- Require remaining balance from each player by the first game
- Send out reminders of upcoming games via e-mail
- Get an idea of when players will be on vacation so you can determine when and where you are going to be short and may need subs.
- Designate people to take care of Nets/Flags for each game
- Keep all the team information (i.e.. schedule, rosters, player pass cards, referee game reports) in one place so if you are not at a game, your players know where to look
- GET FIELDS EARLY, the sooner you look the better chances on getting them where and when you want.
- Designate a person/or persons to take care of team related issues when you are not available (make sure the MWSL knows who this person is).
- Communicate MWSL rules concerning Forfeits to your team (this will help in the case your team forfeits, your players will not be surprised when collect additional funds from them to cover the costs).
- Create an e-mail group and communicate to all players via e-mail...make sure to inform your players that they should check their e-mail on game days to ensure the information is still up to date.
- Create a calling chain/text group in the case of emergency (i.e.. Storm Cancellations)

### Don't

- Charge players different costs for different amounts of playing time (i.e.. all players must pay the same amount regardless if they are going to make all the games)
- Give out any personal information you collect about the players. (The MWSL has a strict policy against this).
- Wait till the last minute to get fields (you will have a hard time finding them and you may get stuck at several different fields)
- Allow players to play without providing you with the remainder of their fee's
- Take on all the responsibility to run the team on your own, designate certain tasks for players (i.e.. nets/flags or fields).