

FCVA Team Representative Guide

Updated August 2019

FCVA works on behalf of many sports to (1) raise funds for 'optional' spending for each team, and (2) build a sense that all Conval athletes are part of a broader community than just their individual team.

Fundraising efforts will allow athletes to participate across all teams and with opportunities to work together. We believe it is important for teams to get treated fairly in relation to how much their athletes participate. For example:

- 1) Concession income will be split among sports in proportion to how much time each team spends working at concessions and will be distributed after each season's results,
- 2) Product sales or similar income will be split based on how much each team sells,
- 3) Event revenue will be split in proportion to the amount of volunteer time each team provides.

(In other words- teams which do not participate will not earn any money.)

* Also- all FCVA books are open to all and all fundraising results and allocations to each sport will be public information.

What does a Team Representative do?

Team Reps serve in at least one of the following roles. Experience has shown that if a team has at least a couple Team Reps then continuity is maintained when students graduate or change sports. We also would like to have more parents understand what they can do to participate, which will help FCVA to continue to give back to the teams and student athletes.

- A) Coaching Support: Helping with special events or coordination as the coach requires. May include items like banquet, gathering sizes for apparel, communication.
- B) Communication: Team Reps get information from the FCVA which they should share with their team parents.
- C) Concessions Support: This year we would like to have a dedicated Team Rep for each team that will be the liaison to Concessions for Maureen.

How do I communicate with the FCVA?

The Team Reps will be the point of contact between each team and the FCVA. FCVA has structured our Officer roles to keep communication and coordination as streamlined as possible. As the Team Representative you will hear mostly from these Officers:

1) Communications Chairperson (Greg and Tina Kriebel: fcvacommunications@gmail.com)

The Communications Chairperson will communicate about FCVA's efforts and plans throughout the community, including letting Team Representatives know what fundraising efforts are planned and

the timeframes for each. Team Reps will mostly just receive information from this Officer, and will not need to respond much if at all.

2) *Volunteer Chairperson (Amy Earle: fcvavolunteer@gmail.com)*

When a fundraising effort and concessions needs volunteer support, the Volunteer Chairperson will let Team Representatives know what opportunities are available and set deadlines for responses to sign up. Team Reps will coordinate with their team members and parents and communicate which opportunities their team is interested in back to this Officer.

3) *Vice President (Katherine Heck: fcvavp@gmail.com)*

The Vice President is the Officer who is specifically tasked with serving as the liaison for teams to the FCVA. She will also answer questions for team reps about responsibilities. If a team has any questions about FCVA operations, fundraising suggestions, or most anything at all, that request can go to the Vice President to the FCVA. This way we can ensure that all requests or questions are added to our meeting agenda and nothing gets lost.

4) *Treasurer (Maureen Burgess: fcvatreasurer@gmail.com)*

The Treasurer will handle all financial matters, which includes tracking the funds available to each team. Teams will be free to use funds they have earned as outlined in the attached disbursement guidelines. Requests for funds disbursement must be made by the designated Team Rep or Coach to the Treasurer, who will provide a disbursement form. All requests require the Athletic Director's signature on the disbursement form before submission to the treasurer. Requests over \$200 must be approved by vote of the FCVA executive board. This vote may take place in person or via email.

Incoming money from fundraising will be handled directly by designated FCVA Officers (e.g. seasonal fundraisers), but in some cases Team Reps will be gathering funds from their team (e.g. apparel sales). When a Team Rep receives funds they must fill out the appropriate deposit form and deliver the form and funds to the Treasurer. The Treasurer will provide details to this process when relevant for each money collecting effort.

5) *Fundraising (Beth Crooker: fcvafundraising@gmail.com)*

The Fundraising Chairperson will develop and implement fundraising efforts, including providing the types of events each season and the steps required for each team to participate. Team Reps will be responsible for communicating this information to their teams and working with the Fundraising Chair and other Officers if they wish to participate.

The Team Representative will be a point of contact for these Officers and will be responsible for communicating all information, fundraising opportunities, and just about anything else that comes up to team members and parents. FCVA will maintain contact records for all Team Reps, but we suggest each Team Rep build their own contact list for their own teams.