

U8 Team rep notes:

- Send weekly emails that include:
 - ☐ Practice schedules
 - ☐ Game schedules
 - ☐ Any events coming up (Picture night/rink cleaning)
 - ☐ Send reminders for home game duties, volunteer hours
- Add practices to Crossbar
- Create a sign up schedule for home game duties
 - ☐ Sign up genius or a google doc work well
- Set up communication preference with team
 - ☐ Use RSVP option in Crossbar as much as possible.
 - ☐ Use chat option for quick updates
- When games are scheduled for the weekend
 - ☐ Ensure home game duties are covered: Scoresheet, Scoreboard, Penalty box (2), Zamboni
- Check DIBS - make sure concessions are covered for home games.

Team rep helpful tips:

- Hold & attend a team rep kick-off meeting with your coach(es)
- Attend and introduce self to team during parent meeting.
- Jerseys: Distribute at the beginning and collect at the end.
- Organize team events and end of year party. "Pot luck" parties between home games is a fun option.
- If applicable, coordinate hotel room blocks for away tournaments.
- Monitor ice rink schedules and changes throughout the season and communicate with the team.