

APPENDIX C

Duties of the Team Representative

Team Representative. Serves as team representative and liaison between FWSA Board of Directors and team members. Communicates rules, policies, game schedules, field locations, special events, and equipment procedures to team. Reports team concerns, game scores, forfeits, and injuries to Division Commissioner. Attends Team Rep meetings (or arranges for substitute) prior to the beginning of each season.

Registration Forms. Collects team member registrations, checks and proofs of residency (on 8 ½ x 11 paper) and turns these in to the Division Commissioner at the Team Rep meeting. Ensures that the quota of County residents is met.

Rosters. Compiles team roster using template provided on the website at www.FWSAsoccer.org (note that if another format is used, the same information as in the template should be included). Provides two copies to the Division Commissioner at the Team Rep meeting. If changes occur before the season begins, provides two updated copies to the Division Commissioner for validation no less than one week prior to first scheduled game. Additions after the first game must be validated **three (3)** days prior to game play.

Schedules. Ensures team members are informed about cancellations and rescheduling. Advises team to call the information line (703-550-4107), every Saturday, regardless of weather, for up-to-date information about field conditions/closures and game assignments. And for weekdays, informs players to check the Fairfax County weather line (703-324-5264) or the county website (<http://parktakes.fairfaxcounty.gov/parks/fieldstatus.asp>) after 3 pm.

Uniforms. Ensures alternate jerseys are available in case of color conflict with home team. Consults with Division Commissioner before any color changes are made to team uniforms.

Field Duties. Ensures field duties are completed when listed as home or away, first or last game. Provides storage shed combination to team members responsible for equipment duties. Reports problems with equipment to Equipment Commissioner.

Blue Referee Cards – Home team provides stamped card to referee prior to start of game. Referee signs to confirm his presence and is responsible for mailing as addressed.

White Referee Evaluation Cards – Completes card after every game and mails as addressed. In the case of egregious performance by a referee, reports to Division Commissioner immediately.

Game Scores. Reports game score, yellow and red cards, and injuries (and sub team usage if applicable) to Division Commissioner prior to next game. Failure to do so may result in a team forfeiting one game in the case of a yellow card and two games in the case of a red card.

Forfeits. Arranges for subs from the sub pool when necessary. Reports intention to forfeit when numbers will not be sufficient even with subs. To avoid fines, forfeits must be reported to the Division Commissioner 72 hours in advance.

Referees. If no referee shows, see rules for appropriate substitute. Rules will be available in the storage shed. Report all referee no-shows to Division Commissioner.