



## *Description of Coordinators' Roles*

### **Travel Coordinator**

- Works closely with the **Club Travel Coordinator**, who will arrange for team hotel reservations and bus/air travel (as appropriate)
- Ensures that the team's travel, hotel and restaurant arrangements are planned out. Works closely with food coordinator to plan breakfast and dinner when traveling.
- Prepares a travel itinerary and in advance of each tournament that includes travel information, directions to the hotel and playing venue, hotel information, meal plans, general playing schedule, etc.

### **Communications Coordinator**

- Ensures that the team contact list and the email list on GoogleGroups are accurate and up-to-date
- Helps the coaches and other parent coordinators with email/phone communications to the team (e.g. last-minute changes to the practice schedule, inclement weather travel plans, etc.)
- Records all of the team's scores at tournaments (including texting the scores), so that the team is correctly seeded at National Qualifier tournaments. Ensures that the coach has the list of results at the end of each tournament.
- Works with the coaches to keep the website updated - the key is to ensure that all player and team information is posted and accurate
- Responsible for the coordination and collection of team information/money for things like the All-Club Banquet, etc

### **Team Basket Raffle Coordinator**

- Collect the donations (money or items) from the parents/players on your team, for your specific basket theme.
- Distribute raffle tickets, and communicate frequently with your team and parents to generate enthusiasm for this fundraiser.
- Collect sales proceeds from the ticket sales, along with any unsold tickets.
- Note: You will receive all the instructions, materials and tools you need to do your job!

### **Food Coordinator – Nutrition Guide Below**

- Ensures that the team has food at tournaments
- Responsible for putting together a schedule that arranges for all parents to contribute to the feeding of the team at home and at away matches and organizes parents to set up the food tables over the course of the season
- Ensures that the food arrangements conform to the nutrition guides established by the club **(See below)**
- Works with the coaches and the travel coordinator to plan out the breakfast, lunch and dinner arrangements in advance, whether at a restaurant or bringing food in



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### **FOOD COORDINATORS GUIDE**

The role of the GA5 food coordinator is to work with the coaches and parents to meet the nutritional needs of the athletes during tournaments. This includes, but is not limited to working with the travel coordinator to plan and secure breakfast, lunch and dinner while traveling and coordinating food tables while playing home matches (and matches that are away that permit them).

#### **Nutritional Needs of the Athlete:**

Nutrition plays a key role in the performance of the athlete. It can mean the difference between hitting the ball hard and just hitting the wall. It is important to eat and drink **small** meals/snacks throughout the day. This can be challenging when the athletes are playing 4 matches in an 8-9 hour time period. Pre-match snacks/meals should be carbohydrate based with a small amount of protein and a minimal amount of fat. When preparing for the next match, post match snacks should contain carbohydrates and a small amount of protein and should be eaten within 30-40 minutes post playing to take advantage of optimal glycogen storage.

The pre-game meal should be rich in carbohydrates, since they are the primary fuel source for working muscles. A high quality protein source is also essential for this meal. Protein will help the "staying power" of the meal, slowing the digestion process and preventing the player from entering the match feeling empty. A good pre-game meal might include a grilled chicken sandwich with a baked potato topped with broccoli and salsa; grilled chicken breast covered in marinara sauce atop a dish of pasta; or a turkey sub/sandwich with a serving of pretzels. Breakfast might be a whole grain bagel with an egg or peanut butter and a glass of orange juice; yogurt, fruit and juice or a bowl of cereal, banana, and a juice.

During the match it is important to maintain hydration. Fluid guidelines accepted by both the American Dietetic Association and the American College of Sports Medicine indicate that 4 - 8 ounces (~1 mouthful = 1 ounce) of fluid should be consumed every 15 minutes during activity. Making it a goal to drink between ½ - 1 cup of a drink during each time-out or each time the player comes out of the game should accomplish both of these goals. Remind players that the most important time to hydrate is the day before the match. Gatorade and other sports drinks have their place, but are usually not necessary for hydration during matches, but can be beneficial between back-to-back matches. As always, check with your coach for their hydration preferences.

A post-game meal or snack is often forgotten. This meal, however, has a very important function. The human body has a very limited capacity to store carbohydrates. They are stored in the form of glycogen in the liver and the muscles. Therefore, it is important to maximize the amount that can be stored. After a volleyball match, the enzymes that are responsible for taking in fuel and storing it are at their highest level within the first 30-45 minutes. Taking advantage of this window is critical in the recovery process, getting the body ready for the next match.



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An energy/sports bar works well when there is little time between matches. Look for a bar with high carbohydrates (preferably less than half coming from sugar), some protein and low in fat. It is highly recommended that each girl be responsible for bringing her own energy, sports bars to each tournament. Having one bar per day in their packs should be sufficient.

Examples of suitable bars include:

Cliff Z Bar –

130 calories, 24 gms carbohydrate, 11 gms sugar, 4 gms fat, 3 gms protein

Special K Bar-

90 calories, 17 gms carbohydrate, 8 gms sugar, 1.5 gms fat, 2 gms protein

Nutrigrain Bar-

130 calories, 24 gms carbohydrate, 12 gms sugar, 2 gms protein, 3 gms fat

### **Misc-**

Before the season it is important to check with the team for food allergies, especially peanut allergies. You will need to determine if the player just needs to avoid these foods or if the offending food needs to be totally avoided by the team.

Please keep cost in mind when planning meals and going out. Work with the travel coordinator to bring food in whenever possible and choose restaurants that have low cost food options available.

When purchasing snacks and ordering food from restaurants remember to include your coaches!

### **Home Matches/Food Tables**

Food Tables will vary depending on the time of day you are playing. If playing early 8 AM matches – include food for a mid-morning snack and a light lunch. PM waves might require a light lunch/dinner and a snack. The week before an Atlanta tournament (or after the draws come out so you know what time you are playing) work with the coach to decide on what foods/meals you want available for the tournament. Then you can send out food assignments to your team parents.



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Below is an example of food table assignments:

- 1 2 lb turkey breast/day, low fat crackers
- 2 Fruit – that can be easily grabbed by players (bananas, grapes, pre-sliced apples, etc. .)
- 3 Low fat sliced cheese for sandwiches, cheese sticks
- 4 Sun Chips, pretzels, hummus, peanut butter and jelly, mustard, low fat mayonnaise
- 5 Green salad with low fat cheese/meat
- 6 pasta salad with low fat meat/cheese
- 7 Water - 3 gallon jugs/day, cooler with ice
- 8 Whole grain bread, bagels, low fat cream cheese
- 9 Gatorade (dozen small/day), granola mix
- 10 paper goods, utensils, table cloth
- 11 1 lb chicken/day , sliced tomato and lettuce for sandwiches

### Food While Traveling

Each tournament will present with unique challenges and circumstances. It will be important to work with the travel coordinator to determine where meals will be eaten. Make sure to recruit other parents to help you with purchasing food, buying breakfast, and making snacks and sandwiches. Whether eating out or bringing in food, low fat food is encouraged. For example, when ordering from Olive Garden, pasta with marinara sauce and grilled chicken on the side is a better choice than fettuccini alfredo or lasagna. Order salads with dressing on the side and add an extra helping of steamed vegetables.

**Breakfast**- For AM waves providing breakfast for the girls can be a challenge if the hotel they are staying in does not provide it. The travel coordinator will work with the hotel to try and arrange breakfast at the hotel when this is an option. Options for when there is no breakfast at the hotel include:

-Getting a refrigerator for your room or coach's room (GA5 will reimburse) and purchasing food for breakfast. This can include yogurt, cereal, bagels, peanut butter, cheese sticks, orange juice, and milk. (The goal is to make sure the girls are eating adequate amounts of carbohydrates and a small amount of a quality protein.)

-Locating a bagel store (Einstein's, Panera) and sending in the order the day before. This can often be picked up by a parent that morning by 6:15 AM and brought to the girls at the hotel. Collect the girls/coaches' orders before leaving for the tournament and fax it into the restaurant. Ask them to put the names or numbers of the girls on each order. Follow up with a phone call the day before to make sure it will be ready for pick up.



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**Lunch-** Each tournament will be different depending on what is available at the sight, if you can bring food in, etc. Some tournaments (Big South) offer nutritious foods in the convention center and if the coach agrees the girls can purchase their own lunches and bring their own snacks in their backpacks. Other tournaments offer nothing but pizza and fried food and you will want to find alternatives. Locating local Subways, Paneras, Jimmy Johns, etc. before the tournament can be very helpful. If food is not allowed in the court area, then the team may have to gather in an outside area (look for a location that is usually provided). It is best to eat this small meal during the two hour time slot in the schedule when the team is refereeing and resting. In the beginning of the season, collecting each player's and coaches' favorite Subway, "supermarket," or Panera sandwich and compiling a standard order for the team can be very helpful to expedite the order.

**Dinner** – For AM waves the travel coordinator will work with the coach to make dinner reservations at a restaurant or get take-out to eat at the hotel. For PM waves, "dinner" often will be the same as lunch (sandwiches, etc.) to be eaten during a longer break in play. Often a coach will then decide for the team to eat a meal together after the PM wave is over (if it is later in the evening, take-out at the hotel is often preferred).

**Water** – GA5 highly encourages the use of water bottles and using gallons of water to refill them (instead of using individual water bottles). Often tournaments will have large coolers situated around the gym for the girls to refill their bottles or water fountains they can use. Talking to parents who have attended the tournament in the past can assist you in determining what will be available.

### **Handling the Money**

Please keep cost in mind when planning meals and going out. Work with the travel coordinator to bring food whenever possible and choose restaurants that have low cost food options available.

When traveling there will be expenses incurred for meals, etc. There are different approaches to collecting money from players for the weekend. One approach is to pay as you go. This means collecting money from each player/family every time you pay for something (this can get old). Another approach that has worked well is having one parent on the team be the money manager (can be a different parent at each tournament). This parent collects all receipts and records who has paid for each item. At the end of the tournament, he/she then collects money from each player/family for the cost of the tournament and repays the parents who paid for items.

In the trip itinerary, make sure the travel coordinator advises players to bring enough money to cover the costs of incidentals, restaurant meals, or food purchased individually by the player.