

WVFHC VISITING TEAM CHECKLIST

VISITING TEAM INFORMATION	
Team Name	
Contact Person	
Cell Number	
Email	
Dates	
Details of team (eg age, gender, ability level)	

CHECKLIST		
<input type="checkbox"/>	Inform WVFHC administration that a travelling team is coming	Contact General Manager at emma@wvfhc.com
<input type="checkbox"/>	Request Rutledge field for specific date and time Clarify if visiting team or WVFHC is covering the field cost and insurance	Contact General Manager at emma@wvfhc.com
<input type="checkbox"/>	Request umpires for your game time (2 per game). Umpires will be paid cash at the start of game. - Clarify if visiting team or WVFHC is covering the cost of umpires	
<input type="checkbox"/>	Confirm a team: - Secure 14-16 players - Ensure you have a goalie - If you need help, contact the appropriate division	
<input type="checkbox"/>	Secure host families to billet visiting families: - Consult and follow the Billeting Policy - Distribute "Guidelines for WVFHC host families" to all participating families	See website for the policy and guidelines
<input type="checkbox"/>	If billeting, obtain all contact information: - Complete "WVFHC Hosting Family Info Form" for each participating family and keep on file - Complete and distribute "Emergency Contact Cards" for visiting players and host families	See website for appropriate forms
<input type="checkbox"/>	Create a schedule of events for host families and visiting players: - Confirm budget with touring team - Confirm any budget required from WVFHC with the relevant division - Organise any WVFHC-led activities (eg. pizza night, bowling etc) - Ensure that schedule is distributed to all players, coaches and host families	
<input type="checkbox"/>	Arrange for gift exchange	Contact appropriate division or GM
<input type="checkbox"/>	Secure WVFHC player uniforms	Contact Uniforms and Equipment Committee at emma@wvfhc.com
<input type="checkbox"/>	Meet tour bus and introduce visiting players to host families	
<input type="checkbox"/>	Take team photos and game photos for posting on WVFHC website	Contact markA@wvfhc.com
<input type="checkbox"/>	Have fun and make new friends!	