

Role: Team Representative

MAIN DUTIES:

- 1) Sign the league or event team registration form as Team Representative, and on doing so agreeing to these duties and responsibilities.
- 2) Become the contact point between the team and the League or Event organiser.
- 3) Ensure the correct level of communication with the League or Event organisers is maintained to minimise disruptions on the events.
- 4) Cooperate with the League or Event organisers when requested.
- 5) Ensure the team and each team member complies with GBFUA regulations for each event.
- 6) Ensure the team is available to play 10 minutes prior the game is due to start.
- 7) Ensure Referees and/or Scribes from the team are available 10 minutes before they are scheduled to start, or otherwise immediately after they finish playing.
- 8) Check the match records at least 10 minutes before the game for correctness and completeness. **
 - Including:
 - a. Ensuring all team players listed in the match record are registered with the team.
 - b. Ensuring all team players have a valid GBFUA membership for the event.
 - c. Ensuring no team players listed in the match record are disqualified by the GBFUA.
 - d. Ensuring all team players meet national and international transfer regulations.
- 9) Register any complaint on behalf of the team and in accordance to GBFUA regulations. **
- 10) Report any breach of GBFUA policies to the GBFUA officials.
- 11) Organise for someone else to take on this role should he/she not be available to attend an event, communicate this change to the team captain and the League or Event organisers and confirm both are aware of the change. ***
- 12) Ensure the team is cooperating with the league or event organisers in setting up or removing the rink and other equipment from the venue in a timely manner.
- 13) Ensure that any injured team member completes an injury form and communicate that to the league or event organisers.
- 14) Ensure any team member acting as Referee, Scribe, First Aider or any other role on a GBFUA event is trained and qualified for that role.

Notes:

** This duty is also shared with the team captain. For practical reasons the organisation should address the Team Representative and the Referees the Team captain.

*** In the event of the league organiser not being informed and confirmed a change, then the team captain will automatically assume the role of team representative.