

ORGANIZING YOUR TEAM

- 1. Recruiting**
 - 2. Administration**
 - 3. Finances**
 - 4. Communications**
- **T-Shirts**
 - **Line-ups**
 - **Team Building**
 - **Fund Raising**
 - **Festival Day**
 - **DELEGATE!**

SAMPLE: TEAM LIST

NAME	E-ADDRESS	TELEPHONE	RIGHT/LEFT	PAID
Mary Jones	Mary.jones@sympatico.ca	613-282-3798	Right	Yes
Tom Smith	smitht@servicecanada.gc.ca	819-445-6271	Left	No

SAMPLE: FINANCIAL RECORD

Description	RECEIVED	PAID OUT	BALANCE
Festival Fee		\$1 365.	(\$1 365.)
Team fees (John, Mary, Jim, Helen, George, Chris, Peter: 7 x \$100.)	\$700		(\$665.)
Team Fees (Gerald, Kathy, Mike, Doug, Lise, Alison: 6 x \$100)	\$600		(\$65)
Team fees (Bob, Jason, Jennifer, Tracey, Brandon: 5 x \$100)	\$500		\$435
Practice Fees: 2 x \$100		\$200.	\$235
Team fees (Hank, Conrad: 2 x \$100) plus drummer's fee (Kerry, 1 x \$30)	\$230		\$435
T-shirts 22x \$30		\$660	(\$165)
Team fees (Spares: Peter, Andrea, 2 x \$50)	\$100		(\$65)
Team fees (Steersperson: Jeff, 1 x \$65)	\$65		0

JOBS TO SHARE

JOBS	VOLUNTEERS
Telephone Tree <ul style="list-style-type: none"> • Maintain list of contact telephone numbers • Call team members to inform them of cancelled practices, etc. 	Prime Organizer: Assistants (3):
Fund Raising for Ottawa Festival Charities <ul style="list-style-type: none"> • Act as contact point for Festival organizers • Distribute kits to team members • Collect pledge forms, and submit 	1 OR 2 PEOPLE
Organize team site for Ottawa Festival <ul style="list-style-type: none"> • Find a tent or canopy • Organize setting up of tent, team sign 	Prime Organizer: Helpers (2)
Line-ups for practices and festival <ul style="list-style-type: none"> • Be contact point for team members to pass on the word if they will be missing a practice • Figure out where the paddlers will sit and be at practice to communicate this 	Prime Organizers: Back-Up (1):
Finances <ul style="list-style-type: none"> • Calculate appropriate fees for spring, summer sessions • Approach sponsors for funding • Collect fees and funding • Keep records 	1 person
Social Convener <ul style="list-style-type: none"> • Cheer lead a bit, and organize not-practice social outings 	1 person
Pot-luck Lunch for festival	2 organizers, full team participates: