

Region 58



2008 - 2009

Team Manager Handbook

THANKS FOR VOLUNTEERING!

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WELCOME

This Handbook is designed to help you fulfill and enjoy the role of Team Manager (formerly known as Team Parent). It complements the Parent Guide (a booklet distributed to parents at the beginning of the soccer season) and includes a summary checklist on the last page. This Handbook includes information on why and how to become a Team Manager and the basic responsibilities of the role. It also provides information on how to proceed with many aspects of the position. Often you will be referred you to the Blue Tent for handouts or to the Parent Guide.

TEAM MANAGER – WHO, ME?

Team Mom, Team Dad, Team Parent, Team Manager...

You've heard of them, maybe you've even seen one. Are you ready to **be** one?

It's a lot easier than you think, and can be great fun! Serving as a Team Manager is a marvelous way to contribute to the quality of your soccer player's experience! It allows you to learn more about soccer and get to know the families of your player's teammates. And if your player is in one of the younger age groups, you are also responsible for the aspects of soccer that may be more important to your player than soccer itself -- snacks, for instance!

How do you get to be a team manager? Maybe you indicated your interest in becoming a Team Manager at the time you registered your child for soccer. Or, at the beginning of the season, your Coach will probably ask for volunteers and you can volunteer at this time.

CONTACT INFORMATION

Also in the Parent Guide and the Region 58 Website (<http://www.ayso58.org/>)

Volunteer Coordinator	Open	
Regional Commissioner	Shinaan Krakowsky	krakowsky@extant.tv
Registrar	Amy Garreton	ayso_58@yahoo.com
Region 58 General Questions	Website	http://www.ayso58.org (818) 907-8689

BASIC ROLE

As Team Manager, your fundamental role is to assist the Coach (and the players and families*) by coordinating all off-the-field and between-the-games aspects of the AYSO experience. You may share these responsibilities with the Coach and with other parents from the team. To do this you:

- * Assist in making the experience a safe and healthy one for all
- * Recruit other parents to assist in aspects of the experience (see more on those aspects below)
- * Set the tone for amount and nature of other parents' involvement and sportspersonship
- * Communicate with the families, via team rosters and schedules of games, practices, special events, Division Day and other responsibilities

How much time will this take? As with many things, it depends on your level of interest and how much you involve other families in the effort. It need not require more than a few hours per week.

KIDS ZONE

KIDS ZONE is a dynamic program targeted to eliminate negative sideline behavior and to actively promote AYSO's values of good sportspersonship and good citizenship. When the parents model this behavior, our children will follow.

Team Managers should be aware of the KIDS ZONE program, and should promote the overall program goals while at the soccer field. KIDS ZONE information will be provided to the Team Manager before start of the season. As part of the program, all parents will receive a copy of the Parents Pledge in the Parent Guide. The Parents Pledge spells out the concepts and positive behavioral guidelines that the parents must understand and agree to uphold. Parents should have already signed this pledge as part of the registration process.

The Team Manager, along with the coaches, should also take the lead in implementing this important program, primarily through role modeling and friendly suggestions.

PARENT GUIDE

The Parent Guide is a 24-page booklet that describes the Van Nuys/Sherman Oaks AYSO soccer program in detail. It contains the master calendar for 2008– 2009, a description of the Board positions and other volunteer positions, contact information for the Board of Directors, the annual budget, and the Regional Bylaws. Answers to most questions about the program can be found in the Parent Guide.

* Throughout this Handbook, we will refer to the children as soccer players and you as the Team Manager. As we all know, we have many kinds of families in the Region. The players may be someone else's actual child, and the Team Manager may be an aunt, grandfather, sibling or significant other of the family.

SAFETY

The AYSO experience should be Fun, Fair and Safe. Foremost is safety. AYSO has a strong commitment to actively achieving a safe experience for all involved.

Coaches, referees and others undergo training to bring about safe playing and a safe environment. Your parents each receive the Parent Guide, which describes these efforts in detail.

As Team Manager you can assist in this effort when you:

- * Bring a first aid kit to the games and practices, including ice or those instant-ice packs and DEET-containing insect repellent.
- * Put together a list of other parents to accompany players (who are the same gender as the parent) to the restroom at practices and games.
- * Ensure that no child is left alone or wanders off without parental or group supervision. Parents are expected to get their children promptly at the end of practice.
- * Remind parents of safe uniform requirements, such as no hard hair accessories, no jewelry (no exceptions -- delay those piercings until after the season!), no exposed metal, wood or plastic on shin guards, splints, elbow braces, etc. Bring extra hair ties for replacement and an extra baggie for storing unacceptable items.
- * Remind families that the weather between August and December can vary widely. Early on, bring extra water and sunblock, and, later, jackets and an umbrella, when indicated by conditions.
- * Discourage patronage of unlicensed vendors in the park.
- * Remind families that dogs are prohibited in the park on game days.

The Coach, you, and referees also are required to complete a volunteer registration form. You must provide driver's license and references to ensure that all our volunteers are safe people to have around our children. Your Coach will have more information on how to accomplish this. You can now complete this form online at www.eayso.org. Click on "New User" or "Click here to sign up for a Username & Password". Enter all the requested information to create a username and password. You will then be able to login and pre register as a Volunteer. Make two copies of the completed form and bring it to the Blue Tent (remember to bring your Drivers License) and an authorized board member will verify it.

REFEREES

In the competitive divisions, your team is responsible for filling 15 referee (or assistant referee) slots each season. Completion of your team's referee obligation is a pre-requisite to entering Playoffs. You and the Coach should identify to the Division Manager two (or more) volunteers, who are either already certified referees, or are willing to be trained. Remind them to write the team number (e.g., GU1207) when they work a game. You can tell them honestly that they will learn to appreciate the game even more with this training.

PAPER: Rosters, Medical forms, Schedules, and Game Cards

Roster

Your coach will get player and family contact information from the region. You should either type that up and distribute copies for all families (remember multiple home possibilities!) or recruit another parent to do so. At the minimum, indicate player name, responsible adult's name, telephone number and email address. With family permission, I encourage adding player number (it helps with learning names), addresses and email addresses for contact. Some add sibling names and player birth dates, if in season. Bring extra rosters each week and be prepared for updates. Submit a completed roster to the Team Manager Coordinator as soon as possible.

Schedule

The Coach will get the game schedule before the start of the season, indicating the time and the opponent (by team number) for each game. Get copies to your families. On it, also include the practice day(s), times and location plus the Coach and Team Manager contact information.

The schedule can also indicate who is responsible for weekly after-game snacks (more on this later). Typically, each player's family will bring snacks twice a season. As the season progresses, this schedule can be used to remind folks of Picture Day, Division Day and end-of-season party information.

Many coaches like the players to arrive 30 minutes before game time for coaching, warm-up drills, stretching, and to sign in with the referee. Parking challenges may mean arriving in the vicinity 45 minutes before game time. You can model this punctuality for the other families. On days when you have the first game on a field, make sure everyone gets there at least 45 minutes before game time, so the goals can be set up in time.

Some team managers also email and/or telephone families the day before each practice and game to remind them of the time and location and any special events occurring. The schedule should indicate whom the family should call if they will be late or unable to attend a practice, game or special event.

Game Cards

For each game, before the referee will start the game, she or he will ask each team to produce the Game Card, a 3"x8" type card indicating team name and number, coaches' names, and players names and numbers. The referee uses it for scorekeeping and ensuring participation. BEFORE each game, you or the Coach should stop by the Blue Tent (more on this later). You will identify your team name and team number to the volunteer working at the tent (for example, GU1002 means Girls Under Ten, Team Two; BU1203 means Boys Under Twelve, Team Three). Your team number may be listed on the master schedule – see above. Early on, at least make sure you know your coach's first and last name and your player's age group. Double-check that you have the right card before you leave the tent.

Medical Release Forms

The Coach is required to keep the original version of each player's medical release (the lower half of the application that was turned in at registration) for every practice and game. You should make two extra sets (one for you and one for the Assistant Coach) in case the Coach cannot make a practice or game or forgets his or her set. Have each parent also sign the photocopies in blue ink so that it carries the same legal weight as the original. When they do so, ask the family to verify that the information on it is still accurate.

TEAM NAME AND BANNERS

Team names are often affiliated with the team colors and are registered with the Region. THERE CAN BE NO DUPLICATE NAMES, even in different age groups, because of challenges in scheduling, banners and yearbook. As soon as your team picks its name, you or the Coach should register it with the Regional Registrar (contact info in Parent Guide), and have some back-up names just in case. The film "Blue Crush" spawned Blue Crush, Big Blue Crush and Beautiful Blue Crush.

Team banners are optional, but help folks find your team on game day and make a nice centerpiece for the team picture. They can be ordered commercially or handmade by crafty individuals with felt and glue. Double-check the spelling and numbers of players.

BLUE TENT

The Blue Tent is AYSO Region 58 Headquarters on game day. Lots of information and helpful volunteers are there. They don't always know immediately every answer to every question, but they can almost always contact someone who can. Sometimes you need to model patience while awaiting someone else's also-important question or concern to be addressed. The Blue Tent is also a resource for problem solving and conflict resolution should the need arise.

In addition to the Game Card, before each game you or your delegate should get from the Blue Tent (a) a trash bag and (b) copies of the *Soccer Scoop*, the Region 58 weekly newsletter. Get one copy of the *Soccer Scoop* per player for your team. You will learn that multi-player families may already have a copy from earlier games. Some Team Managers summarize the week's news (schedule, support for players' performance, upcoming obligations) with a one-sheet team newsletter.

The Blue Tent also distributes information on Picture Day, banner orders, trophies, yearbooks and sometimes free product samples are available for players.

PICTURE DAY

The registration fee covers one individual and one team picture per player (others can be ordered at extra cost if you wish). For the team picture, your entire team needs to be at Picture Day on time. The picture appointment is usually an hour or two before your team's game that day. You will need to secure a volunteer from your parents to also work one of the stations in the picture-taking queue. Double-check spelling! Have patience and allow extra time for parking.

UNIFORM AND EQUIPMENT

Your player's registration fee includes socks, shorts and jersey for each player on the team. Players' numbers are established by shirt size: lower numbers indicate smaller sizes. Be a role model and demonstrate good sportspersonship to those players who do not get their preferred number or shirt size. The pain passes. The Coach, just before the start of the season, will bring the uniforms to your team. You can assist by making certain low numbered shirts and small shorts go to the smaller players. Have the players line up by height (shortest to tallest) and then distribute the uniforms. Record the jersey numbers on the Team Roster.

Tell parents that:

- * Commercially manufactured shin guards of the appropriate size covering a minimum of three quarters of the shin/or at least 10 inches are MANDATORY. Shin guards must be worn under the sock. The sock shall not be folded down over the shin guard as to give the appearance that the shin guard is covered by the sock.
- * Sport shoes with rounded cleats are highly recommended but not required. No spikes, toe cleats or metal cleats with sharp edges are permitted! Round plastic cleats are available at Big Five and Sports Chalet. Elastic bands around the shoe -- to secure shoelaces -- are permitted but not necessary.
- * Metal braces, studs, earrings and any other hard or metal jewelry or other objects including necklaces and bracelets of any material are not allowed. Only medical release bracelets are permitted. No bandannas are allowed. The goalkeeper may not wear hard brimmed hats.
- * No hair adornments shall be worn. Soft material Hair controlled devices are permitted. Velcro-fastening sleeve scrunchies are also permitted but not necessary. They are an accessory favored in hot weather by the female players.
- * No player shall have painted decorations on their face or arms.

Players will also need a ball for all games and practices. U6 and younger use a #3 ball; U8, U10 and U12 use a #4 ball, and U14 and older use a #5 ball. Someone on your team can help make certain the ball is properly inflated. Super Team Managers bring a pump and needle!

Families should legibly and permanently mark their name and telephone number on all uniform pieces and ball.

SNACKS

Modest, nutritional and fun snacks are usually distributed to all players (and often their siblings) at the end of each game. This is shared among the families (each usually has one or two turns). It need not be a competition among parents. You can set the tone by providing a snack the first week. Include it in your team schedule and in your reminder calls/emails each week.

For some U10 and most non-competitive division players, snacks may matter more than the game! Orange segments at halftime are discouraged. They cause acidity, and usually end up on the ground where they are very easy to slip on. Individually packaged chips or cereal bars and a juice box are typical snack foods. Other foods to consider are popsicles, muffins, grapes, doughnuts, crackers, and sports drinks.

DIVISION DAY

One day during the season, your Division (e.g., BU8) will be responsible for “Division Day” where your parents deliver the nets in the morning; work the snack bar, and pick up the goal hardware and nets in the afternoon. Each person works about two hours. You recruit volunteers for this day. The schedule for the 2008-2009 season is as follows:

Week 1	BU10	GU07			
Week 2	BU05	BU12	BU16	BU19	
Week 3	GU12	GU14	GU16	GU19	
Week 4	GU10	BU16	BU19		Picture Day
Week 5	BU07	BU14	GU16	GU19	
Week 6	GU08	BU08			
Week 7	BU07	GU05	GU06	GU07	
Week 8	BU06	GU08			
Week 9	BU10	GU05			
Week 10	GU10	GU14			
Week 11	BU12	BU08			
Week 12	GU12	BU14			
Week 13	BU05	BU06	GU06		
Week 14	Open				

This is different from (and in addition to!) when your team has responsibility on game days for assembling and taking down the goals on your field when your game is at the start or end of each day. Also, working the snack bar is different from (and in addition to!) when parents bring game snacks for the players.

FUNDRAISING:

Cookie Dough Sale

AYSO has a Cookie Dough and frozen pizza sale with proceeds offsetting the costs of registration for families. The frozen ready-to-bake cookie dough is sold in 3-pound tubs and comes in several flavors. You can encourage parents to place orders or recruit a parent to do so. Order forms will be available at the start of the season.

Sponsors

In addition, while not required, each team is encouraged to secure one or two “corporate” (often family) sponsors. See the Parent Guide for more information. You can encourage parents to be or find such sponsors. Also, sponsors can purchase ads in the *Soccer Scoop* and the yearbook. Again, these efforts help keep player registration costs down.

THE END: Yearbooks, Trophies, Party and Gifts

A yearbook and a personalized trophy are provided to each player. These are season mementos that players and parents enjoy collecting. Encourage your photographers and writers to submit images and thoughts of the season to the Yearbook Coordinator by the deadlines announced in *Soccer Scoop*. At the end of season, as a team, you can pick up yearbooks with trophies. Watch notices for how and precisely when to do this.

Schedule your December team party in mid-November. Homes and restaurants are often used for this. Consult with parents to consider a gift for coaches (clever and creative; massages and gift certificates are all appropriate). Cash or food contributions from parents usually support the event and the gifts.

YIKES! WHAT HAVE I GOTTEN MYSELF INTO?

This may seem like a lot of duties and responsibilities. Our best Team Managers do not do all these things themselves. They recruit, instruct and support OTHER parents to do so. AYSO has a few paid staff at National Headquarters, but is otherwise entirely driven by volunteers. There are a thousand, like you, in our park alone. Ask other parents to step up as you, the coaches, and the referees have done. Do not be afraid to ask them directly to step up, and certainly follow up to be certain they know what to do and when to do it! And thank them!

BONUS TEAM MANAGER OPPORTUNITIES

If you have abundant parent support or want more to consider, I encourage you to sign up for one of the **Referee or Coach courses**, even if you will never referee a game. It allows you to learn much more about soccer rules (“laws”) as well as the history and culture of the game. If you do not know soccer, you can learn this way and enjoy what you watch even more.

Some teams have **other, non-soccer activities**. See if one of your parents would like to arrange a trip to a CSUN, UCLA, Galaxy, Chivas or other soccer game. Team outings to the movies or pool parties are good opportunities for families to get acquainted. No-pressure activities can enhance teammate relationships. Parents and players make lasting friendships through the AYSO experience.

THE STUFF OF TEAM MANAGERS

THINGS THEY (OR OTHER PARENTS) ARE KNOWN TO HAUL AROUND

- First aid kit, including ice or instant-ice packs
- List of other parents to accompany same-sex players to the restroom
- Extra hair ties for replacement and an extra baggie for storing jewelry
- Extra water and sun block, DEET bug spray, and, later, jackets and an umbrella
- Your Kids Zone badge
- Kids Zone pledges for parents to sign (in Parent Guide)
- Extra rosters
- Season schedule
- Players’ medical release forms
- Camera for yearbook pictures
- Game card
- Trash bags
- Weekly *Soccer Scoop* and other handouts or giveaways from the Tent
- Elastic bands around the shoe to secure shoelaces
- Sleeve tie scrunchies
- Pens, pencils, permanent marking pen (dark) for uniform parts and balls
- Cell phone
- Ball, ball pump and needle
- Extra pair or two of team socks
- Parent Guide and Team Manager Handbook
- Team banner and poles

TEAM MANAGER TO DO (OR GET SOMEONE ELSE TO DO!) LIST

When	What
By second practice	Photocopy and have parents sign medical release forms for you and assistant coach. Originals back to coach.
When uniforms are distributed	Help divide and size the jerseys and teach new parents where and how to get proper gear.
At least one week before first game	<ul style="list-style-type: none"> * Create and distribute team roster (may need to be updated as players arrive and info changes) * Hand out Parent Guide. Parents should have already signed the Kid Zone Parent Pledge as part of the registration process. * Create and distribute game and practice schedules, also snack schedule. Include arrival time and contact info.
As soon as possible	Report team name to Regional Registrar (see Parent Guide).
Every week	<ul style="list-style-type: none"> * Remind players and families of practice times, game times, yearbook submissions, and who has “snack duty” * Wear your Kids Zone badge
Division Day (check the Soccer Scoop or http://www.ayso58.org/ for the exact date)	Day on which your division is responsible for field set-up, tear down and Snack Bar duty. When contacted by Division Manager or Team Manager Coordinator, sign up player families for those responsibilities
Picture Day (September 29, 2008)	<p>Make sure your players are there at the appointed time (usually around 1 ½ hours ahead of game time – times are listed in the Soccer Scoop at least one week before Picture Day).</p> <p>Note: The Cookie Dough sale starts on Picture Day. Pick-up order forms at the last “station” on Picture Day and distribute a form to each family. Team Managers should collect the completed order forms and turn them in at the Blue Tent by the specified date. Parents will pick up their cookie dough orders at the Blue Tent 1-2 weeks later (see the Soccer Scoop for more info).</p>
Middle of the Season	Start end-of year party scheduling (assign tasks). Start thinking about end of year gift for coach.
Trophy Day (December 6, 2008)	Make arrangements for team to go to Blue Tent to pick up trophies and yearbooks. (The coach may want to present trophies and yearbooks at the end of the year party.) Also, encourage families to take advantage of discounted fees by completing a registration form for next year.
Every day	Thank the coach, the referee, and your parent volunteers. It will come right back to you!