



Team Manager Notebook

Fall Season 2017

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2) Dear Parents & Guardians

This letter is for you to print and give to the parents on your team. It contains helpful information for parents, especially for families new to AYSO. You are free to add your own information to this.

3) Safety First / Hesperia AYSO Heat Reminder.

4) Team Survey

Feel free to use this form to get important information from your parents ASAP.

5) Refreshments Reminder

Feel free to print these out as necessary to remind parents when it is their turn for refreshments.

Dear Hesperia AYSO Team Manager,

Welcome to the 2017 Fall Soccer Season. Taking the job of team manager for your child's soccer team is an important responsibility. The team manager keeps the team informed and organized throughout the season. That's a big job and AYSO thanks you for your commitment. As the need arises, the Team Manager Coordinator will keep you informed via the email, hesperiaayso.org website and our Facebook page. Your task will be to contact your team members with this information.

What exactly are not my responsibilities?

- You **are not** to do everything by yourself. Timely delegation is the true measure of a successful team manager. By involving all your player's families, it helps everyone feel that they are part of the team.
- You **are not** to take this job so seriously that you lose your sense of humor or forget why we are all here.

What exactly are my responsibilities?

Volunteer Role Requirements

- **Submit a volunteer form for the Team Manager role on hesperiaayso.org.** A new form must be submitted each year and for each role that you hold. You will be able to select the Team Manager form for player's team.
- **Complete your required training.** Through AYSOU, you will complete your Safe Haven and Concussion training sessions. These courses are listed within My Course.
- **Get fingerprinted through Hesperia Parks and Rec.** Contact 760-244-5488 ext. 123 to make an appointment.

Team Planning

- **Communication Plan.** Ensure that you discuss with the parents the methods that your team will use to communicate. Many teams use group text/emails for the majority of their communications. With the introduction of Team Central and the Mobile App, it is time to make the best of all of the tools.
- **Order the Team Banner.** Most teams order a banner for the team. Most teams like to receive their banner by the Opening Ceremony. Reminder, the banner can contain first names or numbers, not both!
- **Plan a refreshment schedule for games.** Schedule a family each week to provide half-time water & oranges, etc. as well as an after game snack & drink. Check with families before putting together the schedule, as some may have scheduling conflicts. Give everyone the final schedule far enough in advance. No matter what method you use please let player's families know what you expect of them and when. If at all possible, do not include the coach's family on the list as she or he has enough responsibilities on game day. No sweets or sodas during the game, please! Refreshments should include: *Enough water for team/coaches/refs *Fruit cut into sections *Small trash bag for peels *Wet towels for clean-up *Water spray bottles for cooling off *After-game snack/drinks*
A lot of times the older teams elect not to have an organized snack. It is a good idea to take a vote with parents and see what the team would like to do.
- **Distribute Uniforms.** Once uniforms are received, the volunteer contact form for each team must be completed. This form must be turned in to receive the uniforms. Please watch for communications about the uniforms. No groups, parents, coaches, and/or sponsors, other than Hesperia AYSO, may purchase or coordinate the purchase of team uniforms. Please remind your parents that they may NOT put their child's name on the outside of the AYSO Score uniform.

- **T-Shirt/Sweatshirt Orders.** Place your orders for your team's apparel as soon as possible. There are many teams that will be doing the same thing at the same time. If you need suggestions on where to order from please contact your Team Parent Coordinator.

*** Names MAY NOT go on any team apparel- includes shirts, hoodies, and bags.***

- **Team Parties.** Schedule and manage the team party. Most teams have an end-of-the-season party; some teams even have a mid-season bash. Talk to your team and get creative! NOW is not too early to book it.

- **Picture Day is September 23rd. Times will be announced as soon as we get the schedule.** A basic picture package is included in the registration fee for Fall. Pictures can be ordered and purchased through the photographers and/or their website. Be sure all players are present in uniform along with coaches and the team parent 30 minutes prior to the scheduled picture time. **Picture Envelopes will be available for pick up in the Coaches Box a couple of weeks prior to our picture date. Please make sure you check and pick those up for your team!** Hand out picture envelopes the week before and remind parents that they must be filled out completely. Parents who wish to purchase pictures must have their money the day the pictures are taken. Checks should be made out to the photography company. A photo schedule will be distributed soon.

Team Funds

- **Collect team funds.** Throughout the season, there may be a need to collect funds for the team banner, party, trophies, etc. This is the responsibility to track and retain the amount submitted.

- **Coordinate sponsorship submissions to the league.** If your team has a sponsorship form/check, please coordinate with our treasurer to submit the required paperwork and check. For additional information, please contact treasurer@hesperiaayso.org.

Note: Generally, Hesperia AYSO teams use the Goal Can approach to raising money for our teams. Parents/grandparents/supporters typically throw in loose change, dollar bills, on up to large bills and sometimes checks! It is suggested that you keep some sort of record of funds collected from each game and report that to your team. Everyone knows that his or her donations are being accounted for and how much is being collected. And when it comes time to order trophies and plan the team party if there is not enough and you must ask them to bring in additional money they will already expect it. You can report these collections for your team at the end of the season or hand out a weekly newsletter/information sheet if you wish. At the end of the season, you may want to give an accounting of where the money was spent to each family.

Game Day

- **Check the Divisional Coaches Box for your team each week.** Important handouts and information will be put there for you to distribute to your team. The box is located at the Referee Tent.

- **Get supplies, extra forms, etc. as needed.** Most of the things you need should be in your team manager binder or will be distributed to you in your division box. If you are still in need of something, please ask at the Regional Commissioner's Tent.

- **Goal set up and tear down.** Nope, you don't have to do this single-handedly but if your team has the first game of the day, your team is responsible for getting the goals from lock up and setting them up. Your team is also responsible for bringing a trashcan and bag to your side of the field. If your team has the last game of the day, your team is responsible for tearing down the goals and returning them to the lock up, as well as checking the field for trash, and bringing the trash can to the bin. Please arrange for a few people from your team to accomplish these tasks.

A Few More Reminders!

- NO jewelry is to be worn on the field. Religious necklaces and medical alert bracelets must be taped to the body. Girls may wear soft headbands and pony tail ties. Earrings are not allowed at practices or games.
- Players get to keep their uniform when the season is over.
- If you (or one of the player's families) have a problem with your coach that you cannot solve OR a compliment that you would like to pass on, you should contact the Regional Commissioner or Assistant Regional Commissioner. If you do not communicate your concerns you can be assured that nothing will get done about it.
- **Please review the general policies regarding the use of tobacco or alcoholic products, parking, and animals on the field with your team. It is included in this notebook.**
- Please remind your team to not throw trash on the ground and we pick up after ourselves. This policy includes the parking lot, all grassy areas, restrooms as well as the fields. Additionally, let's take pride in our field and keep it clean from Day One! Don't be afraid to tell your team and parents to pick up the sidelines after a game and practice. Thanks!
- Make sure you thank your coach and assistant coach. He/she puts a lot of time into this and our appreciation should be shown. Also consider a thank you note midway through the season to your sponsor.
- Suggest one parent take photos or video throughout the season. An appreciated coach's gift is an album of photos or cards with photos made by the players.

Thank you for volunteering to be the Team Manager. You are an important part of the support network for Hesperia AYSO. If it seems overwhelming ... break out the duties you have and assign them to different families. Don't take it personally if one family is not responsive to your request for help. Move on, ask someone else, don't give up. AYSO is a volunteer organization! We are always here if you have any questions, please don't be afraid to ask.

Dear Parents & Guardians,

Welcome to the 2017 AYSO Fall Soccer Season. As you know, AYSO soccer is a completely volunteer organization ... that includes me, the coaches and the refs. Missed calls will happen, mistakes will be made. AYSO is committed to providing a "child safe" program, where children can develop good sportsmanship and team play in a safe, fair, and fun environment. Please model what we are trying to teach ... positive behavior, fun for all. How you behave at a soccer game or practice shows a child more than any words you might say. Here are some things you need to know:

1.) GAME SCHEDULES – Game schedules will be posted at www.hesperiaayso.org. Please make sure you let the coach know at least 48 hours in advance if you are not going to make a game or a practice. Please note that if we have the first or last game of the day our team has field set up/tear down. On set up days we will need all families to report to the bin at least 1 hour prior to game time. If we have last game please be prepared to stay 15 minutes after the game for tear down.

2.) SHIN GUARDS/JEWELRY/NAILS – Shin guards are required at ALL practices and games. NO jewelry (including earrings) is to be worn on the field. Religious necklaces and medical alert bracelets are the exception and must be taped to the body. Girls may wear soft headbands and ponytail ties only. Nails must be clipped short. Acrylic nails may need to be taped over if they look dangerous. Referees have final say about fingernails.

3.) SNACKS – Each family is asked to bring snack for all players for at least one game during the season. Snack consists of: Half-time snack fruit (examples: oranges cut into sections, grapes, peeled cuties all individually bagged for sanitation), an after game snack and drink for each team member (examples yogurt, granola bar, trail mix with a small Gatorade all in one bag. Please try and make it healthy). Please no candy, chips, and sugary drinks including soda. Also, if it is a VERY hot day, you may want to bring some additional water. Please, no sweets or soda during the game. Please check with me to make sure there are no food allergies before you decide on your snacks. If the date you have been assigned to bring snack doesn't work for you or if something comes up at the last minute PLEASE call me as soon as possible.

4.) MONEY – I will need to collect money from each family for the coach's gifts, end of the season party, banner supplies, etc. The banner money is the first item we will need to collect money for so it will be ready for Opening Day. I would like to get this from families as soon as possible. I will provide an accounting at the end of the season.

5.) T-SHIRT/Sweatshirt Orders – I will let you know how much these will cost as soon as we get a price. Please bring the amount in cash, no checks please.

6.) TRASH – Please remember that we are guests at practice fields. Guests do not throw trash on the ground, but they do pick up after themselves and are good neighbors. This applies to the parking lot, grassy areas, restrooms, and the fields. Additionally, let's take pride in our fields and kept them clean from Day One! Thanks!

7.) DOGS – It is AYSO policy and City Ordinance that there are to be NO DOGS on the field at any time. Soccer is an exciting, fast-paced game. This means that there are times when children fall face down in the grass. Dog feces and typical dog behavior can cause serious safety issues. Please leave all animals at home. Please make sure you communicate this to other family members as well.

8.) TOBACCO/ALCOHOL – There is NO use of tobacco products or alcoholic beverages at AYSO games or practices.

9.) SAFETY – Please know where your children are at all times and do not let them go to the restroom, etc. by themselves. Safety is very important to us and we want to make sure that you have your children near you at all times. You cannot allow children to wander about the fields or go to the restroom without you.

10.) RESPECT FOR REFS – Please remember that there are no protests in AYSO soccer. You cannot change a referee's call by screaming, yelling, or pouting. Mistakes will be made but the game must move on. This is a game and the referees are ALL VOLUNTEERS. Please treat the referees as you would like to be treated ... with respect and consideration.

11.) WATER AT PRACTICE – Please remember to send your child to practice with plenty of water so that they don't become dehydrated, particularly during hotter weather.

12.) PICTURE DAY – Picture Day is **September 23**. The picture schedule will be posted shortly. A basic picture package is included in the Fall registration. You can purchase additional pictures if you wish. Be sure your player is present in full uniform 30 minutes prior to the scheduled picture time. Please have your picture envelope filled out completely. If you wish to purchase additional pictures you must have money the day the pictures are taken. Checks should be made out to the photography company.

Thanks!

Safety First!

- **NEW- Headers are no longer allowed until players reach U-14. Please inform parents of change.**
- Fields should be checked for dangerous hazards, rocks, glass, sprinkler holes, etc. prior to each practice or game.
- Be aware that it is Hesperia AYSO policy that if a parent is later than 10 minutes in picking up their child, the child is to be taken to an agreed upon location and the parent can pick the child up there. This location should be discussed at the first parent/team meeting.
- Players are **NEVER** left alone to wait for their parents after practice or a game, regardless of age.
- Players should not be allowed to walk home from practice without an adult.
- At the end of practice and/or games, players should be gathered together so that the coach is able to see when a player is picked up. This is especially important in the younger divisions.
- Players are not allowed to go out of the sight line of the coach especially when being picked up. This means that if the coach can see the parent in the car that is picking up the player, it is OK to excuse the player. However, if the coach cannot see the parent, the player stays with the coach.
- Players are **NEVER** to go to the restrooms without a partner and an adult.

Hesperia AYSO Heat Reminder!

Hot weather during soccer season is always a possibility. The Regional Board members of Hesperia AYSO want to assure everyone that the safety of the players is of paramount importance. As a region, we will strive for a fun and SAFE youth activity and will adapt the daily activities in response to the weather in order to attain those goals. By taking proper precautionary measures the Players, Coaches, Referees, and Parents of AYSO all have responsibilities that will ensure the youth of AYSO can enjoy the excitement of a game or practice while maintaining physical safety.

PLAYER'S RESPONSIBILITY: Players need to remember to drink fluids BEFORE they are thirsty. Heat exhaustion and heat stroke are serious conditions that should be prevented. Players need to inform their coach as to how the heat is affecting them.

COACH'S RESPONSIBILITY: Coaches must ensure that all participants remain well hydrated and should carefully monitor players for signs of heat related distress. During practices the coach can modify exercises to limit physical exertion. During games the coach can request additional substitutions, encourage players to drink fluids during the game (not just at quarter breaks), modify the game plan & positional assignments so that players do not succumb to the heat. In the case of younger players, coaches need to remember that players are not always aware of the effects of the heat.

REFEREE'S RESPONSIBILITY: Referees, while maintaining compliance with both the spirit and the Laws of the Game, can work to control the flow of a game in such a manner to ease the exertion levels required in an active physical activity. At the discretion of the referee or at the discretion of the Regional Commissioner (or his/her representative), game times can be shortened and/or quarter breaks increased. Referees can remind players to get drinks from sidelines while continuing to play. Referees can use inspection period before the game to discuss with players the importance of adequate hydration and the consequences of exertion in extreme heat. Referees should also monitor the condition of players and bring any concerns to the attention of the appropriate coach.

PARENT'S RESPONSIBILITY: Parents are reminded that they are ultimately responsible for the safety of their children. If, at any time or for any reason, a parent feels that their child is endangered by participation in an AYSO activity, then the parent should remove the child from that activity.

DEHYDRATION PREVENTION – Hydration begins the night before a game. Your player should drink 6-8 glasses of water per day. Drinks containing caffeine (including some orange sodas) act as a diuretic. Before bed drink 16oz of water. 1-2 hours before the game drink 16oz of plain cold water. Just before the game drink 16-20oz of water. During the game drink 4-6oz of plain cold water every 10-15 mins. After the game, drink fluids beyond feeling that thirst is quenched.

Please fill out all columns, so I can best serve the team as your manager. Please contact me with any questions or issues at _____ Text is ok. Thanks!

Childs Name	Parent Name	Cell #	Text?	Food Allergies	

Notes: Join the "Hesperia AYSO Region 878" Group on Facebook for the most updated info.

Refreshments Reminder!!!!

Your family is responsible for
refreshments at
this Saturday's game.

(_____)

We need enough for _____ players:

*Half-time fruit

*After game snack and drinks

Please NO candy, chips, soda, or sugary drinks

Check with the Team Manager for food allergies

If something comes up and you are unable to provide snacks this week,
please call _____ at _____ ASAP!