

Team Manager Information Sheet



AYSO Region 13

2010 Season



Being a team manager for your child's team can be a fun and rewarding experience. Staying organized and soliciting help from other parents is the key to a successful season. The following are the important tasks/ responsibilities that will need to be completed during the season:

Team Manager Tasks:



1. **Team Roster/ Information Sheet**- It's very helpful for each family to have the contact information of every child on the team. This way, families can contact each other for things such as carpooling, game time reminders, etc. Rosters often include names, addresses, phone numbers (cell and home), and email addresses. Make sure that each family gives their OK to the information that will be published, and then provide them with a copy for use during the season.



2. **Player Registration Forms**- Make two copies of each form and make sure that each family signs (in ink) each copy of the player registration form (for coach, assistant coach, team manager). Your coach will give you the registration forms.



3. **Communication**- It's important to regularly communicate with the coach in order to relay important information to the families. Try to be available at games and practices so parents can get their questions answered and to encourage their involvement. Email is a great way to relay information, provide snack reminders, and game times. There are however those that do not use email. This can be handled through a quick phone call or by mailing a quick note or copy of your email.



4. **Kids Zone**- A program to eliminate negative sideline behavior by producing a positive impact on everyone involved in youth soccer. The Team Manager supports the program's goal by having each family sign the Kids Zone Parent Pledge and providing them with Kids Zone buttons to be worn at games.

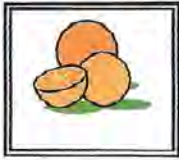


5. **Email Alert**- Make sure to sign up for the AYSO region 13 Email Alerts to keep yourself updated on region information. Encourage the families on your team to sign up as well. (www.ayso13.org)



6. **Parent Handbook**- Make sure that every family receives a copy of the Parent Handbook. Parent Handbooks should be ready by the first game day or soon after at the coach's tent. Be sure to check for the Region 13 email alert, which will let you know when they are ready to pick up.

Volunteer Positions for Parents on Your Team:



1. **Snack Schedule-** Create a snack schedule, which gives each family a turn at bringing the team snack for halftime and at the end of the game. Halftime snacks include fruits such as quartered oranges or other juicy fruits. End of game snacks include juices or water and crackers, granola bars, or other healthy snacks. Be sure to find out if any of the children have food allergies as the season starts.



2. **Companion Coordinator-** Ensures that the coach and players are never left alone during practices. Escorts/ arranges for escorts to the restroom or other location and is there during practices for teams with a coach that is the opposite gender. ***One easy way the team can share this responsibility is to have whoever is assigned to provide snacks that week become the companion at the team practice on the same week.



3. **Field Inspection and Beautification-** Coordinates the team parents to inspect their playing field for trash and sharp objects prior to the game for player safety. Also reminds everyone to pick up trash after the game and is responsible for making sure the area is trash free before leaving the field. This responsibility can also be shared by having parents do it the same day as they bring snack.



4. **Team Sponsor-** Each team must have a sponsor to participate in season play. Sponsorship is \$350.00 per team and provides needed supplies and equipment for the region. Sponsors can often be found on the team from a parent who owns a business, or from a community business or organization. The team can even sponsor itself!



5. **Picture Day Representative-** Picture day is an important season event. It is helpful to communicate the time and location of picture day and hand out all the information regarding cost two weeks prior to the date. They also help on picture day to line kids up and escort them into the picture taking area. Pictures are mailed to each family's home.



6. **Banner/ Stand Creator-** Coordinates the creation of the team banner and stand. Collects funds for the banner from the parents of the players. The banner can be purchased or created by the team members and/or their families. Make sure to get started right away so it is ready for Picture Day/ Opening Ceremonies in September.



7. **Goal/Field Set Up and Close Down-** Retrieve and set up the goals on the field when you are the first game of the day. Take down and store the goals in the proper location if you are the last game of the day.



8. **End of Season Party-** It's a tradition to have an end-of-season party. This is the time to present awards to players, gifts to coaches and referees, and celebrate a fun season. Make arrangements at locations such as a pizza parlor or family home and solicit volunteers to bring food, cake, paper goods, and gifts.