

Team Manager Notebook Spring 2010

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A list of important dates for you to keep in mind as the season progresses.

#2 "Dear AYSO Team Manager" - 3 pages

This letter is from AYSO Region 50 to you. It describes your responsibilities as a Team Manager.

#3 "Dear Parents & Guardians" - 2 pages

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.

#4 "Safety First / Redlands AYSO Heat Reminder" - 1 page

Please print out and share this information with the parents on your team.

#5 "Refreshments Reminder" - 1 page

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

Important Dates

Mon. thru Thurs. Team Manager/Team Mtgs/Volunteer App's.

March 1st, 2nd, 3rd & 4th 6:30 p.m. Kingsbury Elementary

Saturday, March 6th Games Begin

Saturday, March 13th T-Shirt/Plaque Orders due

Saturday, March 20th No Spring Rec. Games

Saturday, March 27th Picture Day #1

Week of March 29th Night Games (Schedule TBA)

Saturday, April 3rd No Spring Rec. Games

Saturday, April 10th Picture Day #2

Saturday, April 17th T-Shirts handed out

Saturday, May 1st Pictures handed out

Saturday, May 8th Fall Registration / Canned Food Drive

Saturday, May 15th Last day of Spring Rec. Season / Equipment turned in / Plaques & Medals handed out

Dear AYSO Team Manager,

Welcome to the 2010 Spring 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 redlandsayso.org website. Your task will be to contact your team members with this information.

What exactly are (and 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.

Your responsibilities are to:

- **Check the Divisional Commissioner Box for your team each week.** Important handouts and newsletters will be put there for you to distribute to your team. The box is located at the Regional Commissioner's 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.
- **Be sure first aid kits are available on the field at all practices & games.** Check with your coach first before putting one together! Most coaches already have a fairly well stocked first aid kit and may need just a few things. First aid kits should include: *2 Ace bandages *2 cold packs *Band-Aids *latex gloves *tape *wet wipes *nail clippers *finger splints *Bactine or peroxide *gauze
- **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 *Paper cups (if not using bottled) *Oranges cut into sections *Small trash bag for peels *Wet towels for clean-up *Water spray bottles for cooling off *After game snack/drinks
- **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. If your team has 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, etc. Please arrange for a few people from your team to accomplish these tasks.
- **Publicity.** There must be a publicity person (not the team manager) on each team. This person fills out the publicity forms for each game. There is information for the 'Publicity' person on the website.

• **T-Shirt Orders.** This is one of AYSO's major fundraisers. Kids love to wear their t-shirts to practice and parents & grandparents look great on the sidelines wearing them in support of the team. Please pass out your t-shirt order forms NOW and ask families to get them back to you ASAP. You must turn them in by **Saturday, March 13th**. **Order forms are available under 'downloads' on the website.** (AYSO will NOT be printing the team name/sponsor name on the shirts.) A table will be set up in the Regional Commissioner's tent for you to turn in forms and monies. Checks should be made payable to Redlands AYSO & please remember that player name and team name and # must be on all checks.

• **Picture Day is Saturday, March 27th & Saturday, April 10th.** There is a basic picture package that is included in the registration fee. Additional pictures can be ordered and purchased. Be sure all players are present in uniform along with coaches and the team parent 30 minutes prior to the scheduled picture time. Hand out picture envelopes the week before and remind parents that they must be filled out completely. Parents who wish to purchase additional pictures must have their money the day the pictures are taken. Checks should be made out to the photograph company. A photo schedule will be distributed soon.

A few more reminders!

• Redlands AYSO guidelines stipulate all teams are limited to collecting a **total not to exceed \$15.00** from each player for the following items: tokens of appreciation for coaches, assistant coaches, & team parents; team parties; and supplies for the banner. This amount does not include snacks or refreshments for each week's games. It is not mandatory to collect the full amount and if your team can get by with spending less ... great! At the end of the season, you may want to give an accounting of where the money was spent to each family.

• Coaches will receive a plaque with their team's picture on it from AYSO. One assistant coach will also receive a plaque. Additional plaques are also available at a cost of \$10 if you have more than one assistant coach. The *plaque order form* is available to print on the region website (redlandsayso.org) and **MUST** be turned in on **Saturday, March 13th** to receive a plaque at the end of the season.

• No organization or person other than AYSO shall be permitted to award trophies to Redlands AYSO teams or players. This could, in some way, diminish the value of the trophies award to the placing teams by AYSO. All players in all divisions will receive medals for participation.

• If you plan an end of the season team party, NOW is not too early to book it.

• 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) has a problem with your coach that you cannot solve OR a compliment that you would like to pass on, you should contact your Divisional 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 remember that we are guests at practice fields at schools throughout the school district. Guests do not throw trash on the ground but do pick up after themselves and are good neighbors. This policy includes the parking lot, all grassy areas, restrooms as well as the fields. Additionally, let's take pride in our new Sports Complex and keep it clean from Day One! 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 agreeing to be the Team Manager. You are an important part of the support network for Redlands AYSO. If it seems overwhelming ... break out all 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!

Respectfully,

Lisa Adling

Team Manager Coordinator

Dear Parents & Guardians,

Welcome to the 2010 AYSO Spring 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.redlandsayso.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 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 lock up at least 1 hour prior to game time. If we have last game please be prepared to stay 45 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 pony tail 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: enough water for entire team to last the whole game (cups if you are bringing gallon bottles of water), water for coaches and game refs, oranges cut into sections, an after game snack and drink for each team member. Also, if it is a VERY hot day, you may want to bring some additional water. Please, no sweets or soda during the game. 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. According to AYSO guidelines \$15 is the most I can collect. I would like to get this from families as soon as possible. I will provide an accounting at the end of the season and, of course, if there is money left over I will be sure everyone receives their share.
- 5.) **T-SHIRT ORDERS** - Your t-shirt order form is included in this packet. This is a great way for you to support AYSO and get a t-shirt for a great price. I have to turn orders in by Saturday, March 13th so please get your order forms to me as soon as possible. NO LATE ORDERS will be accepted. Please make checks payable to Redlands AYSO and be sure to put your player's name and team name in the memo section of the check.

6.) TRASH - Please remember that we are guests at practice fields at various schools throughout the district. 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 new Sports Complex and kept it clean from Day One! Thanks!

7.) DOGS - It is AYSO policy 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 or on any school grounds.

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 Saturday, March 27th and Saturday, April 10th. The picture schedule will be posted shortly. There is a basic picture package that is included in the registration fee. 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 photograph company.

Thanks!

Safety First!

- Fields should be checked for dangerous hazards, rocks, glass, sprinkler holes, etc. prior to each practice or game.
- Be aware that it is Redlands 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.

Redlands AYSO Heat Reminder!

Hot weather during soccer season is always a possibility. The Regional Board members of Redlands 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.

Refreshments Reminder!!!

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

(_____)

We need enough for _____ players:

*Water

*Half-time fruit

*After game snack and drinks

PLUS

extra water for our coaches & refs!

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