

## **TEAM PARENT RESPONSIBILITIES**

Welcome to Chino Hills AYSO, Fall 2009 soccer season! Thank you for volunteering to be a Team Parent. You keep everyone (especially the coach) **ORGANIZED AND HAPPY**. Some team managers handle all the details themselves, while others recruit/delegate. Most of the time, you will have parents willing to help. There is no right or wrong way. Just don't overburden yourself. **REMEMBER-WE ARE ALL HERE SO OUR KIDS CAN HAVE FUN!** For those of you who are new team managers, you will find that once you get through reading this, the rest of the season will be smooth sailing.

### **LIST OF RESPONSIBILITIES**

1. Help communicate between coaches and parents.
2. Make team roster/snack schedules if you have chosen to do snacks.
3. Make team banner or flag (or have it made)
4. Organize team for picture day.
5. Team publicity (divisions U5, U6 & U8 only)
6. Field duties
7. Organize team pizza parties.
8. Responsible for coaches' awards, etc. at the end of the season.

The following pages offer suggestions that will assist you in getting through the above mentioned responsibilities without any problems. It really is fun and easy. Remember that there are lots of parents willing to help, so don't be afraid to ask. Regional Staff Members are here to support you in your efforts. If you have any questions, please feel free to contact me at **team\_parent@ayso779.com**.

If I do not know the answer, I will be sure to find it. Once again, I would like to thank you for volunteering your time for our kids.

## COMMUNICATION

It is very important for the coaches and you to have good communication. Some coaches want things done a certain way, others give you free reign. You are their most important asset. Generally, a coach will have the team parent do most of the phoning. You can split the list with another parent to make it easier. Supplying the parents with a team letter that includes important dates, game times, snack schedules, parties, team news, etc. is less time spent on the phone.

Communication between the league and your team is also very important and done via e-mail and/or the weekly **NEWSLETTER**. Newsletters for U5, U6 & U8 are next to the snack bar at Canyon Hills. Also, from time to time there may be flyers for all other divisions next to the Referee Tent at Community Park.

## TEAM ROSTER / SNACK SCHEDULE

First, you need to create a team roster. This is a must when it comes to keeping your parents informed. It should include the player's name, parents' names, phone number, game dates, game times and snack dates. You will also want to list the coach's phone number and your phone number separately. Next, generate a snack schedule. Be sure to assign a day for each parent to provide a **SNACK** for the players. I usually omit the coaches and team manager names, using them as a last resort, or you may leave them off entirely for the time that they already put in. A helpful hint is to print up a reminder for whoever is due to bring snacks the upcoming Saturday and give it that parent's child after practice or you should call them to remind them because the kids look so forward to those snacks, and forgetting them. Water, juice, sport drinks, and fruit are the norm for the half-time break.

*Sugary drinks should be discouraged. It is a good idea to find out if any children on the team have any allergies to certain foods such as peanut butter. Remember safety first.* Snacks after the game are provided at your discretion. These snacks should **not** be sugary snacks. Remember these kids just played very hard and giving them sugary snacks will not allow for the best recovery of their bodies. Please also remember that there are many parents who do not want their children to have sugary snacks at all. Trash bags, paper towels and ice also come in handy.

## **BANNER or FLAGS**

A team banner or flag is something that the kids always enjoy having and it adds to the look of your team picture, but it is purely the discretion of each team if they want to have one. Please be mindful of the diversity on your team and make sure banners and or flags are reflective of that diversity. Most teams like to have their banner ready by Picture Day. They can be handmade or purchased. There are a number of local businesses that will make them for you, but order early, because this is a very busy time of year for them. Banner holders at Community Park cannot have spikes. See separate flyer for rules at Community Park. You may collect from the team to cover the cost of the banner. However, there should be no more than \$15.00 collected from each family to cover the cost of the banner and coaches' gifts. Don't forget to include you **TEAM SPONSOR NAME** on your banner

## **PICTURES**

It is your responsibility for having your team ready and on time for pictures. The team should be lined up from shortest to tallest and be ready **30 minutes** prior to their scheduled time for things to run smoothly. If they are not ready, the next "ready" team will be taken. Every player must fill out a form for picture day. This must include their address as the pictures will be mailed directly to their house in a few weeks after picture day. These forms are extremely important. **Your team will not be considered ready for pictures if each and every player does not have a completed form.** If a player does not have a form, there will be forms available that day, but everything will run much smoother and faster if all forms are completed before your team arrives.

## **TEAM PUBLICITY – Divisions U5, U6 & U8 only**

Divisions U5, U6 & U8 have the opportunity to write publicity statements each week for our newsletter. The kids **LOVE** seeing their names in print and a less competitive team can achieve just as much satisfaction from the **POSITIVE** publicity of your opponents as well as your own team. The publicity statements will be input directly to a form on the Chino Hills AYSO website at [www.ayso779.com](http://www.ayso779.com). Your publicity statements need to be submitted to the website **NO LATER** than Monday at 6:00 pm. (The Monday following your Saturday game) Remember – no scores will be published for these divisions. All comments must be positive, and each player on the team should be mentioned at least once during the season.

## **FIELD DUTIES**

Equipment set-up is the responsibility of both the home **and** visiting teams playing the first game of the day. Make sure that either the coach and/or parents arrive early to set up the field when you have an **8:00 a.m.** game. You may want to assign a parent to come early to the games when your team is the first to play that day to help with this. Assign a parent to stay a couple minutes over to take-down after the last game of the day as well. Take-down is the responsibility of the teams playing the **last** game of the day. **Each team is responsible for keeping their sidelines picked up of trash after EVERY game.** It is a great job assigned to a sibling. It makes them feel included. Just be sure to remind them of their duties.

## **TEAM PARTIES**

The league usually has had donations from local restaurants for team parties. You will receive coupons in your team packet. The number of team parties donated each year will vary; use them at your own discretion. Some teams like to try to use them all; others like to plan a party half way through and then again at the end of the season. Plan early, and always make reservations. These places get very busy this time of year, especially towards the end of the season. Typically these donations are enough to cover the cost of players; all other family members will be responsible for themselves. Wearing their team jersey also is encouraged. It gives the children a sense of belonging.

## **COACHES' AWARDS, etc.**

Coaches' awards should come out of the money you collected for the team. If you only collected \$10.00 at the beginning of the season to cover banner and team expenses, then you can collect some money for the coaches' gifts. Please try not to go over \$15.00 per family for the season. Another popular and fun way to raise money for the team is the "quarter can." Each family would donate 25 cents for each goal scored by your team during a game, starting at the beginning of the season. By using the quarter can, no one is out of pocket a large sum of money at one time. Any money remaining after the awards have been paid for may be used towards your end-of-the-season party. **REMINDER** – You do not need to purchase individual trophies or medals for your players. The league will be providing trophies for divisions U5, U6 & U8 players and medals for the remaining divisions.

## **A FEW MORE HELPFUL HINTS!**

An effective way to get all of your parents involved is to have them volunteer for some of the smaller, less complicated jobs that take less time when broken down separately. Here are a few suggested job descriptions:

<b>Banner Maker</b>	One time volunteer to make or be responsible for getting it made.
<b>Banner Carrier</b>	Responsible for transporting, setting up and taking down the banner at the games and picture day.
<b>Field Set-Up</b>	Sets up field for the first game of the day <b>OR</b> take down for the last game of the day.
<b>Phone Tree</b>	Does the telephoning for practice changes, snack reminders, parties etc.
<b>Publicity</b>	Fill out and turns in publicity form each week and distributes newsletters.

- ❖ Involve as many parents as possible. It makes your job easier and encourages volunteers for next season.
- ❖ Don't let yourself get discouraged. You are doing this for your child as well as the rest of the team.
- ❖ I am here to answer any questions and to help you handle any problems you might have. Always feel free to e-mail me and I will get back to you as soon as possible.

Brandy Colletti  
Team Parent Coordinator  
Team\_parent@ayso779.com

**\* NOTE – There are NO NAMES ALLOWED on AYSO uniforms, nor are they to be altered in any way!**