

# AYSO Region 88 Glendale

2022 Fall Season Team Manager Packet



Thank you for volunteering to be a Coach / Team Parent. Your position is very important, as you keep everyone organized and informed. Some Coaches or Team Parents handle all the details themselves, while others recruit/delegate. Everyone has their own style, but our overall goal is the same...

## We do this for the children

**COMMUNICATION** is very important. As a Coach or Team Parent, one of your responsibilities is to keep your team informed. Please be sure to have your and your Team Parent volunteer form done with current email address. We will be emailing you information throughout the season as well as forms. If you have any questions feel free to e-mail the appropriate board member.

If you do not get a response within 24 hours, please feel free to contact someone else.

Always check our website for any updated information or the board email address at [www.ayso88.org](http://www.ayso88.org)

# American Youth Soccer Organization

A nonprofit corporation dedicated to youth soccer



## MEMORANDUM

**To:** All Volunteers and Spectators

**Subject:** Zero Tolerance Policy

**From:** Armen Cazian, Region Commissioner, AYSO Region 88

Welcome to the 2022 Fall Season for AYSO Region 88 Glendale

AYSO Region 88 has adopted a zero tolerance policy to ensure the safety of our children. We will not tolerate any abusive language, belligerence, or physical confrontation toward any of our AYSO members. This includes players, coaches, team managers, referees, spectators, and administrative staff.

- 1) Coaches are not allowed on the field of play without the specific permission of the center referee.
- 2) Parents, family, and friends are not allowed on the field of play at any time.
- 3) Any person(s) engaging in behavior not in accordance with the AYSO Code of Conduct will be subject to AYSO Region 88 disciplinary actions.
- 4) Game protests will not be accepted! Complaints or comments should be made in writing to the AYSO Region 88 Board of Directors.

Please remember that we are here for the children, not for our own personal agenda or glory.

Thank you for following these guidelines.

Let's have a great season!

# Uniform Guidelines

Attention Coaches and Team Managers

When distributing uniforms to your team, please follow these guidelines:

- ❖ Line up players from smallest to tallest
- ❖ Distribute uniforms to players according to size, not by number preference. Uniforms are numbered in order by size (e.g., #2 is a small and #10 is a large)
- ❖ Distribute uniforms immediately. Please don't wait until the week of pictures

AYSO does not allow names to be put on player jerseys. Please DO NOT add their names. This is for the safety of our players.

**NO EXCHANGES ON JERSEYS** will be allowed. Exchanges will only be allowed for shorts.

So please be sure to distribute your uniforms by size and not by number requests.

Shorts may be exchanged for SIZE only. You can exchange the shorts by going directly to SCORE. SCORE is located at:

726 E. Anaheim St.  
Wilmington, CA 90744  
800-626-7774

SCORE has been instructed not to make short exchanges over the phone. Take the shorts you need to exchange to SCORE and they will exchange for a different size only.

Absolutely NO orders can be placed directly with Score. If there is a size issue with the jerseys (e.g., you need an adult large and that size was not ordered for the team), it is required that you follow policy and send an email with your discrepancy to our Uniform Coordinator at [purchaser@ayso88.org](mailto:purchaser@ayso88.org).

Please be sure to reference your Division (e.g., 6U Girls), Team #, Uniform #, sizing information and Coach Name when emailing about uniforms.

The green card on the uniform box contains all information regarding uniforms. Remember to keep this information until after the season starts to avoid delay.

When sending your email please send as below:

Email Subject: Uniforms - Team#/Gender/Division

Please include the following information: Team #, Gender, Division, Uniform #, Size you got and size you need, Head Coach's full name

# Team Manager

The AYSO volunteer position of Team Manager is intended to carry out duties as directed by the Director of Team Managers. The AYSO Team Parent is a pivotal part of every team. They are the coach's assistant, cheerleader, and traffic director all in one. These are things you will already be doing if your child is on the team, so take it one more step and help the entire team operate more smoothly!

Another important role a Team Parent plays is the unofficial Kids Zone representative at every game. Kids Zone is one of the ways AYSO makes sure all its players and volunteers are having fun. The program encourages spectators to use good language, show good sportsmanship in attitude and behavior, and create an enjoyable day for every player. The Kids Zone Parent Pledge form reminds those on the sidelines to act appropriately, and a Team Parent can wear and share these important tools with everybody watching the game.

Please step up at the beginning of the season and offer the coach your help as Team Parent!

## Specific Duties and Responsibilities

The team Manager is expected to perform or designate to other parents some of the team duties:

- ❖ Complete and submit a Volunteer Application every year (Team Manager/Coach/Assistant Coach /Referee/ Youth Referee)
- ❖ Complete Safe Haven and Concussion Certification once
- ❖ Distribute information to the coaches, players and families of AYSO players
- ❖ Recruit additional volunteers to help in other capacities. (Lining fields, Field set-up and breakdown, etc.)
- ❖ Ensure all volunteers have submitted a volunteer form and completed Safe Haven
- ❖ Make the Snack list, Game Schedule and put together the player information list
- ❖ Provide a copy of the Yearbook-One Liners form to the families of AYSO players
- ❖ Turn in One-Liners by the due date
- ❖ Complete and submit a yearbook page by due date
- ❖ Pick up trophies and yearbooks for the team
- ❖ Coordinate a Team Party and Coaches Gift (optional but definitely appreciated)

## Have Fun!

## Child Safety

As coaches and Team Parents, you are responsible for the safety of every child. Many of the players in our region are part of busy families, where parents struggle with varied schedules and multiple activities for their children and themselves. To aide with busy schedules



some parents will request that their children be allowed to walk unsupervised to another part of the park, the parking lot or even down the street to their home. There are some parents who are unable to remain at practice and will arrange for alternate transportation. Others may arrive late to pick-up their child from practice and may fail to communicate with the coach or team manager. While all these circumstances are difficult for the team, we need to remember, safety comes first!

If a parent asks a child to walk unsupervised to another location, be sure you have a parent or guardians' permission before letting the child do so. This is not uncommon in the older age divisions. AYSO National has produced a form that parents are required to sign if they are requesting that their coach or team manager allow their child to leave a practice or game without the parent being present. If you feel the safety of the child is at risk, then please discuss it with the parent. If you are still not comfortable, contact Nancy Limon, our regions CVPA, and she will discuss it with the parents.

The form is included in this packet. Remember, safety comes first.

# Why Ref?



## Benefits for the Coaches

- ❖ Players will understand the game and rules better
- ❖ Their team will earn the required volunteer points for post season play
- ❖ Players who referee understand the referee's purpose and are more likely to respect that role

## Benefits for the Parents

- ❖ Their Player will be involved in a community-based organization
- ❖ Develop their communication and leadership skills
- ❖ Improved understanding of the game
- ❖ Team will earn volunteer points for post season play
- ❖ Their Player will earn volunteer hours for their school
- ❖ It's like a first job!
  - Time Commitment
  - Taking direction and giving direction
  - Looks good on both a college application and on a resume
  - Great material for those college essays

## Benefits for Player

- ❖ Improved understanding of the game
- ❖ Their team will qualify for post season play
- ❖ Participate in youth referee incentive program ○
- ❖ Uniforms, raffles, gift cards, and more!
- ❖ It's like a first job!
  - Time Commitment
  - Taking direction and giving direction
  - Looks good on both a college application and on a resume
  - Great material for those college essays

**THESE ARE ALL GREAT REASONS FOR YOU TO REFEREE TOO!**

Our kids can't play without referees, so set a good example for your players and volunteer!

We will teach you what you need to know, give you your equipment, and have your back!

# Steps to become a Youth Referee Volunteer

- 1) If youth does not already have THEIR OWN account at ayso88.org, then you have two options to create an account:
  - a) EASIEST: Create a new user account from scratch for the youth. (Note: you must use an email address not already in use.)
  - b) LESS EASY: Log into the parent account, and add the youth as an additional account holder.
    - i) On mobile website, click "Settings" tab, and then click "Add Additional Account holder."
    - ii) On desktop website, click the "Gear" icon in the upper right of your account that says "Edit Account Info" and then click "Add Additional Account holder."
    - iii) When adding the additional account, you must use an email address not already in use.
    - iv) After adding the additional account, an "Invite" link will be sent to the chosen email address. The user should follow the email link and register their new account.
- 2) Once the youth is logged into ayso88.org with their own account, click Volunteer tab.
- 3) Click Find Volunteer Roles
- 4) Scroll over to the right to find the volunteer position "Youth Referee."
- 5) Complete your volunteer application.
- 6) You are now a registered Referee volunteer. Still having trouble? Contact our Regional Referee administrator at [ref88@ayso88.org](mailto:ref88@ayso88.org)

NOTE: Before you can do anything at aysoU.org described below, you may have to wait up to 24 hours after your volunteer application is completed before you may log into aysoU.org.

## Steps to sign-up for class:

- 1) Log onto AYSOU.org (using same ayso88.org login)
- 2) Click In-Person Courses, then Referee Instructor Led Courses.
- 3) Find the Regional Referee Course, click Open and then click Sessions to see available dates.

## Steps to take the online courses prior to attending class:

- 1) Log onto AYSOU.org (using same ayso88.org login)
- 2) Click Online Courses, then Safe Haven Courses. Complete the following three courses:
  - a) AYSO's Safe Haven
  - b) CDC HEADS UP Concussion Training
  - c) Sudden Cardiac Arrest Online Course

You can only get your referee badge and uniform once successful completion of in-person class and online courses described above.

PRO Youth/New Referee Coordinator Sean O'Rourke [pros@ayso88.org](mailto:pros@ayso88.org)

AYSO is a parent-based volunteer organization providing a soccer program for all children regardless of their experience or skill level.

Registration of your child in our program implies responsibility to the team and adherence to the Six Principles of AYSO: Everyone Plays, Balanced Teams, Positive Coaching, Open Registration, Good Sportsmanship and Player Development.

As a parent you can help your child's coach by introducing yourself and thanking them for their willingness to volunteer. Support the coach's request that your child be on time for practices and games. If you will not be at practice or will be late please notify your coach or team manager. If you do not stay for the entire practice session (applies to only U12 and older) pick up your child promptly at the end of practice. Be positive with your comments and remember that a coach has a reason for his selection of player positions. Don't criticize the coach because you think that your child should play a certain position. Remember that coaches volunteer their time and energy to instruct and help your child develop and have fun. They need your cooperation and support.

AYSO Referees are entitled to the highest respect from coaches, players and spectators. Any referee mistakes (and there will be mistakes) should be accepted without complaint. Please show them the respect they deserve. The region is always in need of referees. If you are interested in becoming a referee, contact the Regional Referee Administrator.

## PARENT SUPPORT IS CRITICAL

- ❖ Every parent is requested to volunteer, there are various positions available.
- ❖ Your team manager will let you know what volunteer roles are available.
- ❖ More than anything be prepared to show tolerance of player mistakes and weaknesses.
- ❖ Your participation on the team will make the experience much more enjoyable for your player and the overall team.
- ❖ When attending games, remember to cheer for all players regardless of teams. No matter how tempting it is to coach from the "sideline," remember that your job is to cheer.
- ❖ Please respect your coach and the players by being supportive and allowing the coach to coach the team.

## EVERYONE PLAYS

AYSO National requires that each player on a team play at least 1/2 of every game. It is the policy of AYSO Region 88 that during regular season games each player on a team plays 3/4 of every game. These policies will be adhered to by every coach if the player arrives on time and is prepared to play in the proper uniform (as required by our guidelines) and has not been restricted due to injury, illness, or league discipline.

## PRACTICE LOCATION, EQUIPMENT AND ATTENDANCE

As all coaches in AYSO are volunteers, practice times are scheduled at their convenience, during the week and coordinated with the Region for field availability.

Each player must arrange to arrive on time and be picked up on time. Shorts are better suited for the game of soccer than long pants. In cold weather, sweatpants are recommended over jeans, which can restrict motion.

Cleats are best suited for most fields and should be worn at practice. It is recommended that each player bring an appropriately sized ball to all practices.

5U-8U: Size 3 ball

10U & 12U: Size 4 ball

14U and Up: Size 5 ball

Most importantly, don't forget water. Hydration is very important, especially on hot, sunny days.

## GAME SCHEDULE

Games are to be played according to the schedule and typically will not be canceled due to inclement weather. If for some reason the game is cancelled your coach or team manager will let you know. For most divisions games are scheduled on Saturdays. Due to field availability, some games will be scheduled on weekday evenings.

## SIDELINE ETIQUETTE

AYSO encourages positive self-esteem, discipline, personal responsibility, teamwork, acceptance of and learning from disappointment and success, as well as perseverance. We want participants to reach their appropriate potential and to enjoy themselves in the process. As spectators we must realize that players are trying their very best and deserve our very best in the way of support and encouragement.

Negative comments have no place on the field or sidelines. We need to recognize that the effort of each player is 100% well intended and encourage each player to maintain that effort, regardless of team. The area off the field that spectators occupy is on your team's sideline, no closer than two yards from the touch line and between the penalty areas (18 yard line). Under no circumstances will anyone be allowed behind the goal lines.

Allow coaches to be the sole source of coaching during the match. They should be the only persons communicating tactical or technical adjustments to the players. The area of the field that coaches occupy is called the "Technical Area" and is on your own team's side, no closer than one yard from the touchline, and up to ten yards on either side of the halfway line. The "Technical Area" is limited to the head coach and one assistant coach for that team.

Not only are these to be the only persons occupying the "technical area," they are the only persons who may coach during the course of the match.

## An important aspect of AYSO programs is sportsmanship

Our children need to experience:

- ❖ The fun of hard fought competition
- ❖ Winning graciously
- ❖ Losing graciously
- ❖ Improving one's abilities through practice
- ❖ Learning the social skills involved in being a member of a team
- ❖ Acknowledging good play by teammates AND opponents

One of the ways in which our children can learn and continue to have these experiences is by our demonstration of good sideline behavior. Our children learn by watching and imitating our conduct. Keep a positive outlook and demonstrate it by supporting coaches, players and referees.

### Pets on the Field

We know that pets can be valued members of your family. Unfortunately, **AYSO does not allow pets on the field during practices or games.** Certified service animals are welcome. Emotional Support animals are not considered Service Animals. It is AYSO's goal to make the soccer season as safe as possible for everyone, even your pets. If you have any questions, please feel free to contact AYSO directly.



# Team Parent or Coach

## Tips for a great season

### GET-TOGETHERS

Plan picnics, pizza parties, movie nights, etc. Having social activities off the field fosters team unity and cohesiveness. Children who have fun together off the field, have more fun on the field.

### WATER BOTTLES

Each player needs a water bottle with their name clearly marked on it. One suggestion might be to put all of water bottles in a crate before each game. Then at quarter break and halftime the crate can be brought to the players on the field. This saves lots of time as players are not allowed off the field during quarter breaks.

### REFRESHMENTS

At each game, one member of the team is responsible for bringing a snack for HALFTIME AND AFTER THE GAME. It is helpful to have this schedule attached to the team roster next to player names.

### HALFTIME

Serve quartered oranges, watermelon, or grapes. Children should have their water bottles. Please bring a trash bag to place all the waste in and dispose of it properly. Wipes are great for those sticky hands and faces.

### AFTER THE GAME

A cool drink and a snack/treat for each player, coach, and referee are nice to have, as indicated above.

**Please make sure everyone patrols the area before leaving and trash is disposed of properly. Also, please check for any equipment left behind (soccer balls, bottles, chairs and sweatshirts)**

### TEAM BANNER

Once your team has met and decided upon a name, a team banner is a nice way to begin building team spirit! Banners are created to promote team spirit. Your team name, along

with player and coach names are displayed on the banner. If you have a sponsor, be sure to include their name also. Banners can either be handmade or professionally created. The average size is 3x4 feet. Canvas, felt, vinyl, and PVC pipe are usually used. Banners will be displayed on Opening Day and judged for creativity. There is no right or wrong way -- BE CREATIVE!!

(Above is an example of a professionally airbrushed felt banner)

## TEAM ROSTER

Your coach will receive a packet with each player's name and phone number. It is very helpful to create a team roster which includes each player's name, number, and parents' names. This information comes in handy when doing get-togethers or if changes are needed for the snack schedule.

## EFFORT CAN

An easy moneymaker for your team's year-end party is the EFFORT CAN. Simply decorate an old coffee can with your team's name. Throughout the season, as your team does well or makes a great effort on a play, spectators from your team "applaud" the moment with a small monetary deposit into the can. By the end of the season, it's amazing how much money has been donated by your team for the season's year-end party.

## FIRST AID KIT

Please make sure that at each practice and game there is a first aid kit available. The region has a basic kit for any coach that needs it. We also have supplies like ice packs and additional Band-Aids to refill kits. During games, elbows and knees get scraped. If there is any sign of blood, the player will need to be removed from the field until the blood can be controlled. If additional supplies are needed to refill your first aid kits, please visit the container and we will provide Band-Aids or ice packs.

## JEWELRY

Please make sure players are free from any jewelry at practices and games. Bracelets, necklaces, rings, and earrings can be unsafe and should not be worn on the field.

## Coach and Team Manager Info for Picture Day

# Saturday, September 24, 2022

- ❖ Please communicate to your team the PHOTO DAY information prior to picture day, process will be digital this year, no paper.
  - Make sure the email in AYSO 88 - Sports Connect for the Players' registration is the best email for the parent to be reached for photo proofs. This email will be used for communications.
  - Emails will come from Ultimate Exposures, have parents check their junk mail if they have not received the emails before photo day.
  - If parent requires a paper process it will be cash-only on the day of the event.
- ❖ Please have the team meet in a designated area 30 minutes prior to scheduled picture time
- ❖ Team Parent is asked to check-in 15 minutes prior to the scheduled time and let photographer manager know your full team is ready and present. The photographer manager will then get you in a designated line.
- ❖ Have children line up shortest to tallest. This will facilitate the Team photos which will be the standard format this Fall.
- ❖ Help promote the additional photo options, buddy pictures, trader cards so parents know what options are available beyond the league package. These additional items will be paid for through the photographer's website on their own. Parents can order ahead of pictures, or after they have seen the proof that will be emailed to them.

\*AYSO registration does not include pictures

## Questions

Contact [info@ayso88.org](mailto:info@ayso88.org) or see our Board of Directors page at [www.ayso88.org](http://www.ayso88.org)