

Team Manager

Overview

An AYSO Team Manager acts as the primary administrative liaison between coaches, parents, and league officials; handling communication, scheduling, and logistics to allow coaches to focus on player development.

Key duties include managing the team roster, scheduling games/practices, collecting fees, coordinating volunteers, and organizing tournaments.

The Team Manager is a registered and official volunteer in AYSO and is required to be fingerprinted, background checked, and complete necessary online safety courses.

For the safety and comfort of all participants, a team manager is required to be present at every practice. If the coaching staff is of a different gender than the players, the team manager must be the same gender as the players. In situations where both the coaches and team manager are of the opposite gender from the players, the team must designate an additional volunteer who shares the players' gender.

Responsibilities

- **Liaison with the Division Director** in case of changes (i.e., players dropping out).
- **Solicit Volunteers:** Remind parents of the importance of **"VOLUNTEERISM"** in Region 20 AYSO. It is their responsibility to contribute/participate to the team that their child is a part of.
 - Ensure **at least** one parent from EVERY family volunteers for at least one role (Referee, Chaperone, Field Painter, etc.) on the team or the region.
 - Remind parents that **it is often necessary to wear more than one volunteer hat**, due to the fact that recruiting referees and assistant referees is so important/challenging. (i.e., Chaperone +..., Social Media Person +..., Field Painter +..., Field Equipment Mgmt +..., etc.)
 - **RECRUIT Volunteers. Start this right away (in your first correspondence with your parents)!**
 - **Snacks:** maybe schedule (and alternate) parents to provide **snacks**, bring water or half-time refreshments for the games.
 - **Reminder: NO food or 'colored beverages' (even coffee!) allowed at the artificial turf fields**
 - **No Dogs (or Pets) Allowed:** remind parents that dogs (or pets) are not allowed at AYSO fields.
 - **Game Cards:** help the Coach here, they have enough on their plate every weekend! Make sure you have a Game Card printed up ahead of time for each weekend game. (Once the team is formed, you might as well just print out a dozen or so [for when you get to Playoffs!]). It will require some fancy two-sided printing. **Be sure to print them on good cardstock (not too flimsy or they get messed up in the Assistant Referee's pocket). Please have the Game Card ready and filled out and give them to the Coach on game day** (completely filled out with players in jersey number order). **The Referee will ask for these when they are checking in the players before the game.**
 - Organize an end-of-season get-together, maybe a gift or card for the coach(es) and referee(s). Player's medals might be presented at this function as well!
 - Distributing the uniforms

How do I sign up to be Team Manager?

Log into your aysoregion4.com account, and click Volunteer, and submit a Team Manager application for your player's age-division. (Submit one Team Manager application for each team you are volunteering to Manage.)

What do I need to do to become a Team Manager?

Team Managers must submit an application and complete an online background check. 24 hours after the background check clears, the Team Manager should have access to AYSOU in their Volunteer Profile, where you complete three (short) online safety courses:

- Safe Haven - One time ever
- SafeSport - A 90-minute course that needs to be completed every 3 years but then we are all required to do an annual refresher every year (shorter course)
- Concussion Awareness - One time ever
- Sudden Cardiac Arrest - One time ever

Need help taking the courses? See [here](#) for step-by-step instructions.

All Team Managers are asked to complete the above safety courses. It does not take long, and it could save a life!

Communication App

AYSO has partnered with MOJO - All your schedules, rosters, game locations, and key team-centric info and communication will be centralized in one spot for you all! Download the app for free and ensure you're ready to receive all that info for your child's season. Check it out [here](#).

Team Parties

Parties are good. They're a fun way to celebrate the season and say "thank you" to our team coaches, referees and parents.

You don't have to go to a pizza parlor. Consider a potluck at one of the local parks. Make a list of items and circulate it at a practice for people to sign up and bring things. This way, the kids get to run around and you have plenty of space for trophy/medal distribution as well if your team is purchasing those.

Sometimes you get lucky and families will offer to host the party at their homes. You may want to send a quick email out to ask.

COACH AND/OR TEAM REFEREE GIFTS

Coach and team referee gifts are a nice gesture, especially given the amount of time of coaches volunteer to help the kids. Check out our list of suggested gifts and divide the cost of the gifts among players' families. Or, you can simply collect \$5, \$10 or \$20 per player and then purchase the gifts. It is best to run these things by the team families and get their input before arranging for a specific amount or item. You don't want to go out and purchase a \$200 item and your team only has 8 players and shock the families with the \$25 per player amount. There are several ideas below that do not cost much at all – and they will mean so much:

- A gift certificate to local restaurants;
- Take a picture of the kids at a game or practice and frame it and have the kids sign the matte;
- Purchase soccer equipment for the coach if you've got a soccer-loving coach. Training equipment is good;
- Buy a cool soccer ball and have the kids sign it and purchase a case for it;
- Buy your coach tickets to a LA Galaxy, LAFC, Angel City FC game or merchandise for these teams
- Purchase a t-shirt from their favorite soccer team
- Buy some Agoura-Westlake AYSO gear – we're hoping to have an online store up and running by the end of Summer 2023 (coaches shirts, hats, etc.)

TEAM AWARDS

AYSO Region 4 does not provide season ending participation trophies in any division. We do provide awards for regular season winners in 10U-14U as well as awards for playoff champions & runner-ups in 10U-14U. [Note: 14U may alter awards based on number of teams. Contact the 14U Division Directors with specifics). AYSO Region 4 has used American Trophies and Awards in Simi Valley and they do a very nice job but teams are welcome to consider other local and online alternatives such as BK Sports in Newbury Park. Please mention "AYSO Region 4" if you do decide to work with American Trophies and Awards (website: <https://american-trophies.com/> ph: (805) 526-0703)

Team Manager Questions?

For questions about Team Managers, please email info@aysoregion4.com