



# AYSO Region 143 Team Manager Handbook



Thank you for volunteering to be a Team Manager for your child's team! You are an important part of your child's soccer experience and will provide invaluable assistance to your team's coaches!

AYSO's Six Philosophies = Everyone Plays ◇ Balance Teams ◇ Open Registration ◇  
Positive Coaching ◇ Good Sportsmanship ◇ Player Development

## **We are:**

Section 11 = San Diego, Orange County, and part of L.A. & IE

Area K = Huntington Beach, Westminster, Fountain Valley

Region 143 = Huntington Beach, Westminster

Our players are separated into Divisions based on **BIRTH YEAR**

Playground/Schoolyard, Boys/Girls for 6U, 7U/8U, 10U, 12U, 14U, 16U, 19U

## **What is my role as a Team Manager:**

As the Team Manager, you help the coach and the team by facilitating, communicating and delegating. You are there to coordinate the things that need to be done. This frees up the coaches to do what they are there to do – coach the kids!

## **Primary Tasks**

- ✧ Prepare a phone/e-mail roster and distribute to the team.
- ✧ Manage team communication with parents throughout the season.
- ✧ Create a snack schedule.
- ✧ Pick-up and distribute uniforms to players.
- ✧ Help the coach manage your team volunteers. More info from your Coordinator on submitting team volunteers.
- ✧ Communicate information from the region and coaches to players and parents (schedules, changes, game information, set up or take down field info, ...)
- ✧ Coordinate/ creation a team banner. (Spring season optional, mostly Fall)
- ✧ Arrange team parties – discuss how many, where, etc with coaches.
- ✧ Track expenses and collect funds for banners, hair ties, parties, coach gifts, etc.
- ✧ Help the coach and team comply with AYSO safety rules and requirements.
- ✧ Promote positive sideline behavior at games and practices.
- ✧ Communicate and Promote the 143 Pop up Shop.

**PLEASE REMEMBER: You do not need to personally handle everything. Delegating and encouraging other parents on the team to help with individual tasks is part of managing the team!**

## **Communication**

- ✧ Your biggest task as a Team Manager is to help facilitate communication.
- ✧ Once rosters are released, you will receive an email through Sports Connect with players' names and parents'/guardians' contact information. Each out to your head coach. Head coaches will send out a welcome email with practice day(s) & time. Usually before or after a 1<sup>st</sup> practice the coach will ask for a parent meeting.
- ✧ This is a great time for team manager to talk directly to the parents and what each team needs this year.

## **Recruit volunteers!! (see below)**

- ✧ Decide how communication is going to work for your team. Meaning using the region website, group text thread or using 1 of the many apps to manage calendar of practices and games, snack schedules, and even uploading pictures.
- ✧ Team Managers, will get all the details to go over w/ the players & parent/guardian for the initial Team Meeting.
- ✧ Team Manager will distribute parent, player, and coaches agreements.

## **Required Team Volunteers**

Teams must have the essential volunteers who have registered completed the requirements for their positions in order to receive their uniforms and play games. Coaches or referees who need certification can look up local courses by going to AYSO. It's important to remember that nobody is "required" to volunteer in order to

participate in AYSO. We want to encourage families to volunteer and help where they can with the understanding that AYSO is an ALL VOLUNTEER organization and that nothing happens without volunteers.

### **Required Team Volunteers:**

- ◇ *Head Coach* = player development, running practices and team sidelines at games.
- ◇ *Assistant Coach* = assists the coach at practices/games, & covering if coach is absent
- ◇ *Team Manager* = communication & coordinate, administrative & organize snack schedule
- ◇ *Referees*: (6U no ref. 7U-8U 1 per team. 10U & up 2 per team): officiates on game days
- ◇ *Field Maintenance*: setup and/ or take down of the field (goals, flags, trash, etc.), lining fields
- ◇ *Picture Day*: assist during the photo day event

CVPA (Child and Volunteer Protection Advocate) clears volunteers/verifies compliance with all requirements.

✧ **Referees** – are registered and must complete ALL volunteer requirements.

1. 7U/8U Divisions need at least 1 referee.
2. Divisions 9U and up need 2 referees (neither can be the Coach or Assistant Coach)

Referees: Regional Referee, 8U Referee & Youth Referee.

Youth Referee Program =\_Region 143 has an active Youth Referee program. Youth ages 12-17 are encouraged to take the Regional referee course along with the in-person companion course.

\*8U Referees sign up on a Google Form that can be found on the Region website.

\*10U & above sign-up on MatchTrak

**Field Maintenance**– at least one to set up/tear down field each week (no requirements)

\*recommendation 3 families & they can trade off weekends

### **Volunteer Requirements:**

The following positions are registered volunteers and must complete the requirements below: Head Coach, Assistant Coach, Team Manager, Referee, Coach Helper, Youth Referee, Youth Coach helper, Youth EPIC Buddy

- Register as a volunteer in Sports Connect (My Account)
- Background check (Sterling Volunteers)\*
- Fingerprinting/LiveScan\*
- SafeHaven (AYSOU)
- CDC Concussion Awareness (AYSOU)
- Sudden Cardiac Arrest (AYSOU)
- SafeSport (SafeSport website - use link provided)\*

Additional role-specific certifications:

Head Coaches/Assistant Coaches = must have certification for the specific division they are coaching in

**AND** attend an in-person field training session.

Regional Referee = must have Regional Referee certification with in person field training component.

8U Official = must have 8U official online course and can only do 8U games.

Youth volunteers under the age of 18 do not complete \* (from above)

### **Team Uniforms**

Each player will receive a numbered jersey, shorts and matching soccer socks. In order for a team to pick up its uniforms, the team needs to be cleared by doing the following:

1. All of the volunteer positions have been filled and names submitted to the Division Coordinator.
2. Each volunteer is CLEARED. (completed each of the requirements for their volunteer position). As the Team Manager, you can help by checking in with the volunteers directly.
3. Coach Agreements, Parent Agreements and Player Agreements are required to be signed by each coach, parent or player. The agreements can be found on the website on the Team Manager page & Division Coordinators will email out as well. Team Managers should email the forms to parents/coaches and have them sign and return them by email TO THE TEAM MANAGER. They don't need to print them out, but should send/collect all forms for their teams. Team Managers should send ONE EMAIL PER TEAM with ALL their forms to the coordinator who can review and

mark that requirement as complete for uniform pick up. We don't want hundreds of individual emails coming in to the Coordinators.

4. ALL players on a team must be verified (birth certificates/passports); the Registrar will communicate with parent/guardian directly, and may request assistance from the TM/Coach with communication if the parent/guardian is not responsive.

Once we have a date for uniform pick up day(s), teams must be cleared completely to attend. Uniform color selection will be done on a first come, first served basis at pick up. The team manager, coach, or another team representative will arrive at the location and wait in line, and be prepared to choose a color once it's his/her turn.

When uniforms are handed out at practice, it helps to line up the players in order of height and hand them out in size order. The smaller sizes have the smaller numbers and as the numbers increase so does the size. As they receive their uniforms, make a list of the players and their jersey numbers. Be sure players receive the appropriate size, regardless of a number preference; we will not be able to order additional uniforms for slight size variations or preferences.

### **Team Practices**

- ✧ If the coach and assistant coach are both the opposite gender of the players, a female for girls teams and a male for boys teams must stay at every practice (this can be any parent).
- ✧ Only REGISTERED AND CLEARED volunteers may participate in practice drills, game day warm-ups and directly interacting with the players.
- ✧ Adults, including registered volunteers, are NEVER allowed to play soccer with the players on the field at any time. Adults are not covered to play by the AYSO insurance.
- ✧ Only players listed on your roster may participate in your team's practices.
- ✧ **what a player needs to bring to a practice and or game day:**
  1. *Shoes.* Cleats are not required, but most players do wear them. Any appropriate closed-toe athletic shoe is allowed (even in games). Cleats – soccer cleats only. There is no cleat on the toe.
  2. *Shin guards.* Shin guards MUST be worn, UNDER SOCKS, by all players during practices and games. No jewelry is allowed (including earrings). Players cannot play with cast or hard arm/leg braces. No hard plastic, metal, or other hard adornments on hair ties or bows.
  3. *Water bottle*
  4. *Soccer Ball.* 6U-8U = size 3 ball    10U/12U = size 4 ball    14U/16U = size 5 ball
  5. *Team uniform for Game Day.* Teams must use the uniforms supplied by the Region. The uniform kit includes a numbered jersey, a pair of shorts, and matching socks. Girl teams like to do matching hair bows or headband (Safe Haven reminder – they may NOT have players' name only numbers).
- ✧ No jackets are allowed on the field during a game (even if raining), but a long sleeve shirt can be worn under jersey.
- ✧ Per our permits, practice can start at 4:00 PM. ✧ No dogs or other animals are allowed on any AYSO field.
- ✧ School restrooms are not available, please use the port-a-potty on the field.
- ✧ Rainy Days = In general, we play in the rain. Games may be cancelled in 6U-8U if heavy rain is expected, or in any division if a field is deemed unsafe. Please watch for emails for field closures if rain is expected.

### **Kids Zone**

As a Team Manager, you are one of our Region's Kids Zone representatives 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. We require every parent on the team to sign a Parent Agreement agreeing to comply with the high standards we expect from each of our AYSO parents. Please try to have a short meeting and go over the Parent Agreement (print one for each player) and have the parents and players sign. ***Signed Coach, Parent and Player Agreements must be emailed in ONE zip drive form to division coordinator.***

### **Team Game Schedule**

- ✧ Schedules for 6U – 8U will be posted on your team page at AYSO143.org; the schedule will be posted the week of first games. Once the schedule comes out, its for the whole season. Division Coordinators send out a weekly reminder

before Saturday's game & Sports Connect send out weekly reminder for game time as well. Divisions 10U and older along with Extra use MatchTrack.

### **Sportsmanship:**

- ✧ Cheering is encouraged for your own players & opposing team.
- ✧ Coach motto: "They Play, I Coach, You Cheer". This means only the coaches should be coaching during a game. Spectators should cheer and encourage players! As Team Manager remind your sideline, if needed.
- ✧ Great Sportsmanship Award = nominate a coach, player, referee or spectator that has exhibited inspiring behavior!

### **Game Day Etiquette**

- ✧ Jerseys should be tucked in.
- ✧ Players must be in their uniform to play.
- ✧ Shin guards must be worn under long socks.
- ✧ 6U & up cleats are worn, they must be soccer specific There is no cleat on toe.
- ✧ Team bows are allowed.
- ✧ Matched headband with only team name or only number allowed.
- ✧ No jewelry is allowed (including earrings).
- ✧ Players cannot play with casts or hard arm or leg braces.
- ✧ No hard plastic, metal or other hard adornments on hair ties or bows (not allowed, child name).
- ✧ No jackets allowed on the field however a long sleeve shirt can be worn under jersey.
- ✧ Make sure parents pick up their trash and belongings when they leave.
- ✧ Help your coach encourage parents to be positive role models & not tolerating bad behavior.
- ✧ Coaches coach, parents positively encouragement, and referees control the game.
- ✧ Any coach or parent exhibiting rude or unsportsmanlike behavior towards a referee (there is a zero tolerance policy for any misconduct towards a youth referee), a player, a parent or spectator, etc. is subject to ejection from the game.

### **Field Set Up and Take Down**

If you are playing in Region (against another 143 team), and you are the first game of the day on that field, your team is responsible for setting up one side of the field. This includes – setting up the goal, putting out a trash can and painting one-half of the field. The other team should do the same for the other side. Most teams just work together to get it all set up. Coaches should not be setting up the field. They should be warming up and talking to the team prior to game time.

The volunteers who signed up for field maintenance (and any other parents willing to help) should set up the field. If you are the last game on the field, both Region 143 teams should take down the goals, remove and take the trash. The goals should be locked up and the trash cans put in the bin along with the goal anchors.

***Please note that the trash bags must be removed from the cans before putting them in the storage bin. All trash bags must go home with someone. We are not allowed to use the dumpsters.***

### **Team Snack Schedule**

As soon as you have your game schedule you can create a Snack Schedule. You can assign each player's family a game to bring the half time and end of game snack. Mid-game/ halftime snack is something light (like fruit). Fruit at half time should be pre-package in baggies ready to handout. End of game snack should be pre-package treat along with a drink.

### **Team Banner**

Always optional, check with your team to decide whether to order. Most teams 10U and under always order banners. Some teams in the older divisions do, but it becomes less common as the players get older. It is suggested to order or make your banner in time for the first game. If you choose to have a banner, divide the cost equally among the team players. A standard banner is 3' x 5'.

Suggestions for what to put on banner:

- ✧ Team Name
- ✧ Coach and Assistant Coach name

- ✧ Players' first name only or players' numbers (**not both**)
- ✧ Graphics and colors representing your team (must be family-friendly)

Banner can be handmade or you can purchase a banner from any source you choose. If your team does not already have the poles for the banner, you should purchase them and include it in the cost.

### **Coaches Gifts**

Many teams like to thank their coaches by giving them a small gift at the end of the season. You can discuss with the parents to see what kind of gift the team would like to give. Budget this expense in the beginning as part of the team dues. You may also want to do a little something in appreciation of your referees. Suggested limit for coach gift donations is \$10 per family.

### **Team Parties**

Each coach, along with the team, will determine if and how many team parties to have over the season. Some teams like having one at the beginning so the players and parents can get to know one another. You can also have an end of the season party or mid-season party – it is up to you and the team to decide. Please confirm your plans with the coach prior to booking the party. You can use collected funds from parents to fund the parties or some of the younger teams use a decorated goal can to collect money during the games for each goal scored and use those funds for a party.

### **Expenses/Team Dues**

Extra expenses are shared equally by the team families. Create a simple budget listing all of the team expenses (banner, hair ties, coach gifts, parties, etc) and the cost of each. Then divide the total amount by the number of players on the team. Ask parents to pay dues at the beginning of the season so hopefully you will not have to cover the expenses and get repaid at the end. Try to keep the amount of dues as low as possible.

### **Rosters/Player Forms/Game Cards**

All coaches are required to have their official team roster and a copy of each player's medical consent form (player forms) with them at every practice and game. It is recommended that the Assistant Coach and/or Team Manager also keep copies in case the coach is not available at a game or practice.

Each team, 9U and above, must provide a line-up card at each game to give to the referees. The line-up cards must be pre-printed (not handwritten) directly from the Team Page in Sports Connect (from the website at [ayso143.org](http://ayso143.org)). All players must be listed on each card even if the player is not at the game. They should be listed in jersey number order with full names. Coaches or Team Managers should be able to add jersey numbers to the roster on their team page. SEE ATTACHED GUIDE ON HOW TO PRINT.

### **ID Badges**

The region will be providing photo ID badges to all coaches and assistant coaches. These must be worn to every practice and game. For teams playing in "Area" or "Section" (usually 12U and above, and all Extra teams) the coach will receive PLAYER ID CARDS, which are to be kept by the coach (not the player) and must be at every game. Parents must upload player photos in their Sport Connect account. Player photo guidelines: 1) Color photo, 2) Head/Shoulders only, 3) Player must be facing the camera and the full face visible, 4) NO hats or sunglasses 5) NO action shots, or silly Instagram photos. You will receive an email message if members of your team need to still upload their pictures.

### **Hebrew Academy**

Everyone Plays! Region 143 participates in a joint program with the Hebrew Academy, which allows their students to enjoy the AYSO experience. Each Sunday during the season, official games will be scheduled. For example, there is usually one 6U, 7U/8U, and a 10U game. All games are played on Sunday at 9:30 am. The Hebrew Academy is located at 14401 Willow Lane, HB 92647. If your team is selected to play at Hebrew Academy, the game will be added to your schedule in Sports Connect. If you have a conflict and will not be able to field enough players, please reach out to your coordinator at least one week prior to your scheduled game.

### **Tournaments**

There are tournaments hosted by local regions or by Areas that are open to AYSO teams (usually 9U and above and Extra teams) that teams can choose to participate in. There are additional costs associated with these tournaments.

### **Youth Referee Program**

Region 143 has an active Youth Referee program. This is for ages 12-17 are encouraged to take the Regional referee course along with the in-person companion course.

### **EPIC Program**

The AYSO EPIC (formerly known as VIP Program) provides a quality soccer experience for children and adults whose physical or mental disabilities make it different to successfully participate on mainstream teams. Fees are \$25 at all times, plus the AYSO annual membership fee. Each week during the regular season, one 12U team will have the honor of playing the EPIC team. Typically the 12U team with the first 9:00 am game will be scheduled to play the EPIC team at 10:30 am following their 12U division game.

### **Safety**

- ✧ Report any incidents or accidents to your Division Coordinator and the Safety Director @ [Safety@ayso143.org](mailto:Safety@ayso143.org).
- ✧ Fill out and submit an Incident Report (this can be found at AYSO143.org under Team Managers)
- ✧ For any head injury, the player needs to be removed and cannot return to play in that game, or any soccer activity, until a doctor has cleared him/her. The doctor must complete the Participation Release (Return to Play) form.

### **Game Fields:**

6U = Harbour View (Heil side) ◇ 8U = Marine View ◇ 10U = Village View  
12U = Meadow View ◇ 14U = Meadow View ◇ 16U/19U = Harbour View (Algonquin side)

### **Practice Fields for Fall:**

- ✧ Coordinators will be contacting head coaches with more information.

### **Important Upcoming Dates:**

- ✧ August – Rosters released and teams begin practicing once cleared
- ✧ August – (TBD) Uniform pick up
- ✧ Saturday, September 9, 2023 – Games begin
- ✧ Sunday, September 17, 2023 – Picture Day @ Meadow View
- ✧ Saturday, November 4, 2023 – Final games of season

### **Board Members:**

Doug Wood, Regional Commissioner  
[rc@ayso143.org](mailto:rc@ayso143.org)

Tim Fisher, Assistant RC, Regional Coach Admin  
[arc@ayso143.org](mailto:arc@ayso143.org)

Armando Sanbrano, Regional Referee Administrator  
[rra@ayso143.org](mailto:rra@ayso143.org)

Dana Arazi, Assistant Referee Administrator  
[arra@ayso143.org](mailto:arra@ayso143.org)

Susan Rodriguez, Registrar  
[registrar@ayso143.org](mailto:registrar@ayso143.org)

Travis Ingrao and John Dankha, CVPA  
[cvpa@ayso143.org](mailto:cvpa@ayso143.org)

Rebecca Balestrieri, 6U Boys/Girls Division Coordinator  
[6uboy@ayso143.org](mailto:6uboy@ayso143.org) / [6ugirl@ayso143.org](mailto:6ugirl@ayso143.org)

Kim Smith, 8U Girls Division Coordinator  
[8ugirl@ayso143.org](mailto:8ugirl@ayso143.org)

Tosh Meza, 8U Boys Division Coordinator  
[8uboy@ayso143.org](mailto:8uboy@ayso143.org)

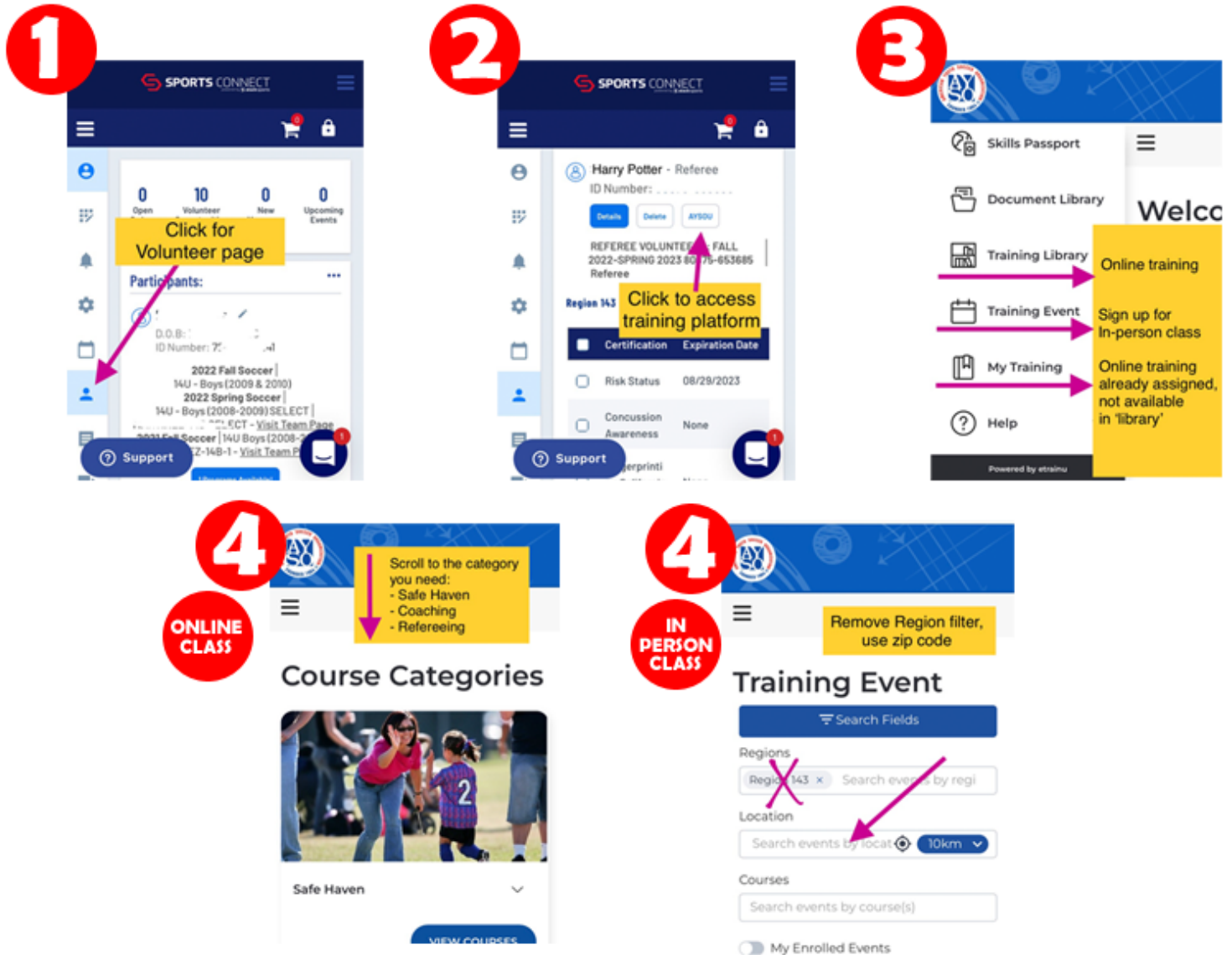
Katie Harris, 10U Boys/Girls Division Coordinator  
[10uboy@ayso143.org](mailto:10uboy@ayso143.org) / [10ugirl@ayso143.org](mailto:10ugirl@ayso143.org)

Susan Rodriguez, 12U-19U Boys/Girls Division Coordinator  
[registrar@ayso143.org](mailto:registrar@ayso143.org)

Pepper Hernandez, Hebrew Academy Coordinator  
[hebrew@ayso143.org](mailto:hebrew@ayso143.org)

You can find the rest and official list at AYSO143.org Home >>Information >> Contact Us.  
Thank you for volunteering!!!

## Step by Step instructions on how to complete Volunteer Requirements:



**FIRST STEP: Register as a volunteer in Sports Connect AND do the background check.**

### This next section use it as a checklist....

All requirements & how to complete them can be found on [ayso143.org](http://ayso143.org)....

Home page, click volunteer tab >>the basics. I have just included them below in this email for easy reference.

All registered volunteers (every role) must complete the following:

- Register as a volunteer in Sports Connect (My Account)
- Background check (Sterling Volunteers)
- SafeHaven (AYSOU)
- CDC Concussion Awareness (AYSOU)
- Sudden Cardiac Arrest (AYSOU)
- SafeSport\* (SafeSport website - use link provided)
- Fingerprinting/LiveScan\* (see below)

Here's how to complete the requirements...

### **SafeHaven, CDC Concussion Awareness, Sudden Cardiac Arrest**

Online trainings in AYSOU

- Access by logging into your account and clicking on "volunteer"
- Click on "AYSO" on your volunteer card and you'll be re-directed and logged into AYSOU
- In AYSOU, click on "Training Library"
- You will see Safe Haven. Click on View Course. It will show you all 3 modules you need to take.

### **SafeSport**

- Log into your account and click on "volunteer"
- Click to expand the box above your volunteer card that says, "Important Info from AYSO" to find the SafeSport link or click below. You will be prompted to create an account on the SafeSport site. The completion certificate will automatically upload to your record within 12 hours. This course takes a long time, plan ahead (you can stop and start)

<https://safesporttrained.org/?KeyName=tsVWe36Xa6PS3b5NzOug>

### **Fingerprinting/LiveScan**

Previous LiveScans are not acceptable; you will have to complete one for AYSO from a designated location. Once you have registered as a volunteer & filled out the background check...THEN PLEASE email Susan @ [registrar@ayso143.org](mailto:registrar@ayso143.org) with your name, & division. She will give you a code so AYSO will pay for the LiveScan & all the instructions.

### **HOW TO PRINT LINE UP CARDS**

**HOW TO:  
PRINT LINE UP CARDS**

**1** Log into your account and click on your team page

**2** Click on "edit roster"

**3** Enter player numbers in BOTH fields.

**4** Click "print team line up"

Scroll down and click "UPDATE"