

Team Rep Checklist of Responsibilities and Information 2016 Fall Saratoga AYSO

Thank you for volunteering to be a Team Rep for Fall Season. Please be sure to refer to this checklist when you have questions before or during the soccer season. It is important to remember that you are there to facilitate the work that needs to be done. Don't be afraid to ask the parents on your team to help out when needed.

Additionally, the Team Rep Coordinator (**Iyer Venkatesan**, teamrep@saratogasoccer.org or vsirish@yahoo.com) will be sending e-mails throughout the season with reminders of important upcoming dates and events for which you need to know. If you're not on the team rep mailing list, please contact me first with your email information and then go and sign up for the Team Rep distribution list on ayso27.org. This will ensure that you receive timely updates during the season.

If you still need more information beyond what is presented here, please feel free to contact me at any time.

The overall role of a Team Rep is to:

- Be the “answer person” for any administrative matters raised by the parents
- Run the team shutterfly.com site to contact team parents, setup emails etc.
- Create the snack schedule for games and tournaments
- Coordinate team events
- Communicate key region dates and duties to the parents – this includes picture day, referee appreciation weekend, end of season, tournament dates etc.
- Communicate with the AYSO Board should issues arise that are not reflective of the AYSO philosophies, which are:
 - (1) Everyone plays
 - (2) Balanced teams
 - (3) Open registration,
 - (4) Positive coaching
 - (5) Good sportsmanship
 - (6) Player development
- Communicate to your team on any AYSO related events, like registrations, fundraisers, MLS nights etc. Help get the word out on these events.

1 You and the Coach

It is your role to support the coach(es) of your team by organizing team activities. Once you have received your team assignment, your coach should contact you. If you do not hear from the coach, feel free to contact your coach as soon as possible to discuss what he/she expects of you and in which ways you can help to support the coach before and during the season and to set guidelines. Remember that the coach's role is very time-consuming and your help is important. Throughout the season, keep asking what you can do to help.

Some coaches are very hands-on and want to coordinate practice updates and schedules. Other coaches will be looking to you to handle all aspects of communication. Setting up time with the coach(es) upfront will ensure that you and the coach(es) are on the same page. And a couple of times during the season, make sure the coaches have the medical release forms at practices and games.

2 **Parent Meeting**

Unless your coach does it first, you will need to organize a pre-season parent meeting. This meeting could occur after one of the first practices at the field, at the coach's home, or any place else you and the coach decide to have it (pizza place, etc).

At this meeting, you should:

- Review important dates with parents (e.g picture day)
- Talk about the shutterfly.com site and how it will be used to maintain the team roster
- Determine whether the team will have a banner
- Make sure the parents know about the new AYSO concussion policy
- Develop the email distribution list (useful for team notifications and schedule changes), can be done via shutterfly.com
- Discuss the coach's late pick-up policy (when practice ends, the coach should be free to go home without waiting for parents to pick up their players.)
- Generate ideas about the end-of-season party (locations, dates, times)

3 **Practice Scheduling and Assistance**

You need to verify with the coach about the days and times for practice. Additionally, you will need to coordinate with the coach(es) a process to ensure there are **two adults present at every practice and every game**. This is necessary in case someone becomes injured and needs to be taken for medical attention by one of the adults. If both a coach and assistant coach cannot be present, you as the Team Rep may be called upon to be present (See latest Saratoga Soccer handbook for further details.) In addition one of the adults has to be the same gender as the players.

You may not use someone who has not completed AYSO BASIC or AYSO Safe Haven training. Note that Safe Haven Training can be done online at <http://www.aysotraining.org/>.

4 Snacks

The team parent will need to setup the snack schedule for the games and tournaments, there are no snack parents for practices. Snacks at soccerfest games are optional, check with the parents if they want to do it or wait for the regular season.

It is customary to provide the players some form of refreshments at **half time** and **after the game**.

Half-time Snack

The half-time snack should consist of water/Gatorade and some sort of fruit (traditionally, this has been quartered oranges, slices of melons, grapes etc). Enough fruit should be brought for the coaches as well. Please also offer some water to the referees. We have provided water bottles to players as part of an effort to go green and reduce the amount of trash. The snack parent can bring a gallon jug and just refill the water bottles. If there are players that don't have AYSO Region 27 water bottles, contact me and I can see if we have any extra water bottles to distribute.

After the Game Snack

After the game, a cool drink (such as a juice drink, Gatorade, etc.) and some small "fun" snack are greatly appreciated by the players. Also snack shack tokens can be used and the players can get a snack from there and support the league.

Please promote the use of "trashless" snacks (grapes picked off the stem, or peeled orange slices) as our trashcans are often filled to the brim by noon.

Ice, a few ice packs (in case of injury), several damp towels or wipes (for wiping sticky hands) and a trash bag should be brought to each game along with the snacks.

When assigning parents to the snack schedule, do not assign snack duty to the coach or assistant coaches even if they want to be assigned to bring snacks. They do enough volunteering already to coach our children! This also includes Board Members. Remember to include pre- and post-season tournament games as well as regular season games in the snack schedule.

Also, please emphasize to your parents that it is important to keep the fields clean. Make sure that all trash (orange peels, paper cups, etc.) generated during the game or practice is cleaned up before you leave the field. Please also make use of the recycle bins if using store bought bottles.

Remind parents to write the name of their child on all sweatshirts, soccer balls, etc. so that their owners can easily identify missing items at the lost-and-found located next to the snack shack.

A reminder email each week to that week's snack parent is necessary lest half time arrive before the oranges do! There is no snack schedule for practices, remind parents that their player should bring their water bottle, sport drink etc..

5 Scheduling and away games out of the region

In U12 and above, and possibly U10, teams play out of the region at other regions, these would be West San Jose, Cupertino, San Jose Evergreen, San Jose downtown and Prunedale.

WSJ and Cupertino will be close by but Prunedale is about a hour drive, so please prepare your parents for this trip.

6 Banners

It is **optional** for your team to have a team banner made which can be displayed at each game and also used as a background for team pictures. The parents should decide at the pre-season meeting whether they would like to have a banner, and if so, how you will have it made. The cost of making the banner should be distributed among the team parents.

Two places you can go to get the banners done are:

1. Zaavy Banners www.zaavy.com. You can view their samples at <http://team.zaavy.com/gallery.aspx> .

AYSO receives a rebate as a fundraiser!

2. Probanners.com

The banners are 3 feet by 5 feet and note that the pole kit and bag are typically extra.

If you want to make the banners yourself, then you need to get the material from a place like Joanne's Fabrics or Michaels and the poles/pipes from a hardware store like Home Depot, OSH, True Value etc.

One important thing to think about is that if you make the banner with removable names, then the banner can be recycled and used by future teams. You can drop the banners with me at the end of the season.

Check with me to see if I have any discounts for any of the banner companies.

7 Uniforms

Your coach will receive a supply of uniforms for your team. Please assist the coach in distributing the uniforms, if needed. ***Before you hand out any uniforms, have the children line up by size/height, smallest to tallest. Make sure the largest children get the largest sizes!*** In the past, some parents have taken the largest sizes for relatively small children and the larger children have been left with uncomfortably snug uniforms.

8 Team Roster (if not using shutterfly.com to manage)

Your coach will receive the team roster. Your coach also will have the registration forms for each player in case any information is missing from the roster. Ask your coach if he/she would like you to maintain this list, providing revisions, as needed (new players, corrections, etc.).

It is useful to make up a team roster that you distribute to the parents on your team, which includes the player's name, the names of their parents, a telephone number and an e-mail address if available. Note that on this list you distribute to parents, it is also helpful to include each player's uniform number. I have a template of a team roster that I'll send out if anybody needs that. You can also use Shutterfly for this (see below).

9 Shutterfly.com team sites

We are using Shutterfly to help the team parent and coach keep track of the team, including photos, schedules, player availability, contact info, snack schedule etc. Coaches will no-t get an activation email the team shutterfly site and populates the roster and coach information.

If the coach doesn't get that email, you can still use shutterfly.com to manage the roster and notifications.

Here's how to set it up:

- Get an account with shutterfly.com
- Once you sign in, click on the Share tab
- Under the share sites section, click on create a site
- Click on sports teams
- Follow the directions from there [for website url, pick something like ayso27team7 or panthersayso27]

If you need assistance in setting this up, let me know.

10 Picture Day

This year picture day falls on October 1st with make up day on October 29th.

It is your responsibility as Team Rep to make sure that all parents and coaches are aware of the scheduled time for the team picture. It is a good idea to hand out reminders the week before and to also email everyone a few days before hand in order to provide an additional reminder. If you shutterfly.com, a reminder should be sent automatically.

You should ask the parents to have their children **arrive in full uniform 15 minutes in advanced of their scheduled time**. The photographer cannot wait for someone to show up, as there are many other teams after yours who also must have their picture taken. It can be very disappointing for a child to be left out of the team photo. If your team has a banner, remember to bring it to the photo session so that it can be used as the background foe envelopes made available to your team before Picture Day so the parents can complete the order form in advance.

There could be teams playing away at other regions, so you'll need to come to CSP for the pictures. We will give teams time to get to and from their game.

Remind parents that each child, at no extra cost to the parent automatically receives a button, a team picture and an individual picture. ***Parents must submit a picture order form even if they are not ordering additional photos of their children.*** This helps the photographer to keep track of all the pictures.

Please help your coach out when the pictures are taken. The coach can use some help lining up the players, making sure they are all there and checking that the team name is correctly spelled.

The team picture schedule will be e-mailed to you once it becomes available. You may also find it on the web site at: www.saratogasoccer.org. **Recognize the picture day schedule takes a lot of coordination and may not be available until the week of pictures.**

Saratoga AYSO provides a team picture and plaque for the head coach as well as the assistant coach.

Team and player pictures will be distributed in early November, as long as the player evaluations are turned in for the team. Please make sure to pick them up if not picked up by the coach. Otherwise, you may have upset parents when they haven't received their pictures while other people have.

11 Referee appreciation weekend

The area does a referee appreciation weekend where it's customary to give token gifts to the referees – usually a gift card. This is not required but is a good way to show appreciation for the referees, who we have to remember, are volunteers. Referee appreciation weekend is October 17th and 18th.

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13 Trophies and Participation Awards

Participation trophies with names are given to all players in u5, u6 and u8 as there are no trophies for season standings or tournaments. In the older age groups, U10 and higher, trophies are given to teams that finish in the top 3-4 of the season ending tournament and for teams that finish in the top 2-3 in the regular season standings. All other teams will get a participation medal. If you have a problem with the trophies or participation awards that you receive, please contact the Purchasing Commissioner at awards@saratogasoccer.org.

Note that *Saratoga Soccer does not permit teams to purchase trophies for players.*

14 Player Evaluations

In order to receive the pictures for your team, your coach is required to turn in player evaluations. You should remind your coach at least a week in advance about having the player evaluations ready by this day. If the coach has you turn in the player evaluations for him/her, they should be in a sealed manila envelope and remember that these evaluations are strictly confidential.

15 Gifts for Coaches

It is customary to present the coach and assistant coaches with a memento at the end of the season. Decide among the parents what type of gift you will present and how much will be spent. Saratoga AYSO would like to ask that the maximum value of these gifts be limited to \$25 per coach. You should be sensitive to the inability of some families to make a large contribution and it is suggested that no one be asked to contribute more than \$5-\$10 per family. Plaques with the team picture are provided for the head coach and assistant coach.

16 Team Party

It is customary to have a social event for the players and their families at the end of the season. It is typical to have a pizza party at one of the local pizzeria establishments, though some teams may prefer to have other events (barbecue,

potluck, etc.). This is an opportunity to recognize the team as a whole, the coaches and each individual player for their contributions and accomplishments. Decide early what you want to do and make your reservations **NOW** as many teams may be holding these parties on the same day.

Team parties in public parks:

While all parks in Saratoga are for public usage and we do share them with whomever shows up, your team is part of an organized group. As such, you will need a permit if you want to have a team party at any of the city parks. Once, a neighbor of a park called the Police about U10 Boys Pizza Party with 9 kids. Permits are easy to get from the city.

Big Rules

Please remember that the use of tobacco and alcohol is prohibited at all AYSO activities where children are present. This includes the team party. It is usually good to remind parents of this before the party (a good place is to state this policy on party invitations).

No dogs are allowed at practices or games played at local schools. We request no dogs at Redwood Middle School, as a protective measure for the kids, especially those afraid of dogs. Dogs don't like hot cars, either. It is best to leave all dogs at home.

Please be aware of parking guidelines at the local schools. If we don't follow the rules, we can lose the right to use that field or school.

We are here for the kids! Finally, we are supporting youth sports. We are advocates of the Positive Coaching Alliance and the AYSO philosophies/Kid Zone. There is to be zero tolerance for aggressive/foul language toward the coaches, referees, or players. The coaches are there to coach. Parents need to refrain from coaching ("pass", "shoot", "move up", "watch out for #9"). Parents are there to cheer ("great effort", "go Tigers", "Terrific save").... Parents who overstep their bounds that negatively impact the players on the field may be asked to leave. If they do not stop their behavior, please contact an AYSO Board member as soon as possible.

All players should be playing relatively even game time (3 quarters before a player plays a fourth quarter). The coaches are taught this during their training, however, in the rare case where you see anything other than this happening, please contact me or another Board member.

AYSO also tries to keep the games fairly even. There is a Blowout Policy where if a team is up by 5 goals, the coaches of the winning team should try to make accommodations to keep the game fun for both teams. Hence, rotate players, pass 3 times before shooting, etc... At times, in rare occasions, this Blowout policy gets forgotten. If your coach is not respecting the policy, please contact a Board member. Let's keep the games fun and have a terrific season!

KEY DATES:

08/11 - First possible day of practice for all divisions
08/12 – Uniforms arrive, work with you coach to pick them up
08/27 – Soccerfest (only one day this year)
09/10 – Season starts
10/01 – Picture day
TBD – Referee appreciation weekend
10/29 – Makeup picture day
11/02 - Player evaluations due (tentative, check with coach on this)
11/07 – Picture distribution
11/07 – Participation medals and trophies distribution
11/05 – Last day of regular season for U10
11/12-13 - U10 regional tournament
11/12- Last day of regular season for U5, U6, U8, U12, U14, U16
12/05-06 - U12/14 Area tournament
12/13-14 – U10 Area tournament

Thanks for your help during the Fall 2016 season of Saratoga AYSO Soccer!

***Iyer Venkatesan
AYSO Team Rep Coordinator
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Key Contacts

Role	Name	Contact info
Team parent coordinator	Iyer Venkatesan	vsirish@yahoo.com 408 410-6663 (mobile)
Regional Commissioner	Charlie Bedard	commissioner@saratogasoccer.org 408 867-6331
Regional Coach Administrators	Mark Chapman	coach@saratogasoccer.org
Referee Administrator	Meghana Palande	rra@saratogasoccer.org
Division Manager	Chris Wire	cwire99@att.net
Registrar	Mike DiNucci	registrar@saratogasoccer.org
Child/Volunteer Protection Advocate Volunteer Administrator	Karlina Ott	advocate@saratogasoccer.org 408 867-6331
Safety Director	Mohsen Mardi	safety@saratogasoccer.org
Uniform Coordinator	Mette Alasti	mette_man@yahoo.com
Fields Director	Karlina Ott	fields@saratogasoccer.org