

**DOWNEY AYSO REGION 24**

*“Where Everyone Plays”*

**TEAM MANAGER**

**HANDBOOK**

**2010-2011**

***[www.aysodowney24.org](http://www.aysodowney24.org)***

## TEAM PARENT GUIDELINES

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# DOWNEY AYSO REGION 24

*"Where Everyone Plays"*

## TEAM PARENT GUIDELINES

Welcome to AYSO Region 24. You have just volunteered for one of the most important positions in the Region. We wish to **thank you** for the time and effort you have committed in order to make this season enjoyable for your team. This booklet was prepared to help answer some of your questions regarding the team parent's role.

### 1. WHAT IS A TEAM PARENT?

The team parent is a volunteer working together with the Director of Volunteers, to handle all communication between the region and the team. The team parent also plans and leads participation in all regional and team activities.

### 2. WHAT AM I RESPONSIBLE FOR?

- Communication between your team and the region. Check your team file folder weekly.
- Distributing uniforms to the players and recording their uniform numbers for the coach.
- Arranging for the team banner to be made by Opening Day.
- Distributing Fundraiser order forms to your team. Collecting and turning in the team's money and order forms on the due date, September 25th.
- Assigning a family each week to bring snacks and refreshments.

Arranging for your team's end of season activity or any other team activities you plan during the season.

### 3. WHERE DO I GET MY INFORMATION?

We will get information to you in the following forms:

- a. Handout copies to your families.
- b. Postings on our web site at [www.aysodowney24.org](http://www.aysodowney24.org)
- c. Calendar of Events - a copy is enclosed in this handbook.
- d. **Team Folders:** Team file folders are located at the Information tent in boxes labeled "Boys Teams" and "Girls Teams". The folders are arranged by division and in team number order. They will have weekly information for all coaches and team parents. You should check your folder each week before and after your game. Be sure to do this even if your team has a bye or plays a game somewhere other than your home fields. This is our main means of keeping you and your coach up to date.
- e. Team parent meetings - called by the Director of Volunteers as needed.

### 4. WHAT EQUIPMENT DO I NEED?

- a. Telephone: You need to keep in contact with all the players and their families. You should contact all players who have missed a practice or a game to inform them of the next practice or game.
- b. Your handbook: Take this with you to all practices and games. Use the calendar of events to keep up with upcoming events. Make copies of the calendar of events and distribute to parents.

- c. Phone numbers: You need to have your team members and coach's phone numbers handy. Make a list of these numbers and hand them out to each team member (check with parents before you do this and get their ok). Also, write your divisional manager's phone number down in order to reach them when needed. Make sure both you and your coach agree on the times and places of all team activities.

## **5. HOW DO I HANDLE THE REGIONAL FUNDRAISER?**

You will receive information and order forms at the Team Manager's meeting in August. Below are explanations of your general responsibilities.

- a. Hand out the Fundraiser order forms to each player who is participating in the fundraiser. Check your registration forms for those parents who have opted out of the fundraiser. Everyone else on your team must sell the required minimum amount of cookie dough.
- b. Collect the order forms and money from each player. Show up at the appointed time and place to turn in your orders. If you can't be there, be sure to appoint someone from the team to be there in your place.
- c. Keep track of the amount of money you have collected from each player. Maintain accurate records.
- d. Inform you parents of the fundraiser pick-up date. Parents will be responsible to pick up **their own** orders. Team Parent must pick-up orders for any parent that is not able to make it on the pick-up day.
- e. Your team's trophies and pictures will not be handed out if there is money owed by your parents. In addition, sponsorship money will be withheld if the fundraiser money is not turned in.

## **6. WHAT OTHER VOLUNTEERS ARE REQUIRED?**

- a. **Sponsors:** Sponsors can often be obtained from parents/friends or families of your players. Please let everyone know we are actively seeking sponsors to defray the cost of our program. The region will give your team 50% of every sponsorship you bring in. In addition, the sponsor's name(s) should be prominently displayed on your team banner. Several sponsorships can raise a lot of money for the team. All money raised through sponsorships must be used for your team. Depending on the amount of money raised, a detailed itemization of the way the money is to be spent will be required to get the money. Under certain circumstances, the Region will hold the funds until receipts are turned in.
- b. **Referees:** Each team must provide a 3 men referee set to officiate at games each Saturday. Training and uniforms are provided free of charge. Teams that fail to provide a referee at a scheduled game will be penalized. Penalty points may keep your team from participating in the Commissioner's Cup tournament.

## **7. TEAM NAMES AND TEAM BANNERS**

Team names and banners **MUST** be appropriate according to AYSO guidelines. If you are not sure about team name and banner, please check with your division manager.

Team Banners are approximately three by four-foot pieces of rugged cloth supported by plastic PVC pipe, which has your team name and coaches' names on it. It is commonly made up in your team colors. You may want to put "Downey Region 24" on the banner as well as your team name and sponsor(s). The younger children enjoy having their names on the banner as well. The banner should be displayed at each game.

You can have parents make the banner or you can have it made professionally. If you have it made commercially, plan on a cost of approximately \$100. However you make it, be sure to split the cost of the banner among the team families. You may want to have the team members decide on the banner format. This helps build team spirit.

## **8. WHAT ARE MY RESPONSIBILITIES FOR THE GAME?**

Your major responsibility is to enjoy the game just as any other parent does. The more that you plan ahead the more fun you will have. You will need to plan for the following:

- a. *Make sure **EVERYONE PLAYS**. Every player is required to play a minimum of ½ of the game according to National rules.*
- b. Team Refreshments: Prepare a schedule for each parent to bring team refreshments for half time and after the game. Call your parents one or two days before the game to remind them when it is their turn to provide refreshments.
- c. Positive attitude: Be positive toward the referees or other officials. Be sure all parents maintain the positive attitude necessary to make the games enjoyable for everyone. Remember, we're here for the kids and we are ALL volunteers!
- d. **Trash pickup: Make sure all trash is picked up at the end of the game to ensure the playing fields and sidelines are left as clean as possible. We must protect our relationships with the schools.**
- e. Lost and Found: Anything you find should be turned in to the Information tent.
- f. Hot weather: On very hot days, it's a good idea to have a spray/squirt bottle to spray the kids with cold water and help keep them cool.

## **9. OPENING DAY – August 28**

The format changes from year to year but it is always fun. There are no games for the kids in any age group on opening day, but entertainment in a carnival like atmosphere will be provided. Opening Day is ALSO PICTURE DAY. Food vendors will be there along with other goodies. You can plan a time for a team picnic. It is a good time to become acquainted with the players' parents. The emphasis is on team and individual participation. Get your whole team to come and enjoy the fun. Bring your banner to provide a meeting point. Your banner will be used in the team photo.

## **10. WHAT DO I DO ON PICTURE DAY?**

Picture Day is on August 28. Here are important reminders:

- Have your team ready 20 minutes prior to your scheduled photo time.
- Fill out all requested information for your team.
- Make sure you bring your team banner and support poles.
- Remind the coach to bring a ball for the pictures.

## **11. WHAT KIND OF REFRESHMENTS FOR GAMES AND PRACTICES?**

- a. Half time: Oranges cut in quarters are great. Have enough for each team member plus the referees, coach and assistant coach. Make sure there are wet rags to wipe hands. The older age groups might also want to bring their own water bottle to be used during breaks. **DO NOT CALL THE KIDS OFF THE FIELD DURING GAMES TO USE THE SPRAY BOTTLES.** The referee may eject a player for leaving the field.
- b. After the game: Juice or another kind of drink in an individual container is best. Arrange for a light snack such as granola bars or fruit snacks.
- c. At practice: Always have water available. Lemonade or Popsicles always taste good on hot days. Have 2 or 3 parents responsible for this. Remember to keep it simple.

## **12. VOLUNTEER HOURS – 3 HOURS PER PLAYER, MAXIMUM 6 HOURS PER FAMILY**

The snack shack provides a means for us to pay the school fees that we incur by playing at our home fields. **The volunteers of the Region run it.** Each team will be assigned a specific time during the season to work the Snack Shack, Information Booth or other assignment. It is usually either just prior to or just after a scheduled game. All parents must work during their assigned time. Please have enough parents available to work your team volunteer assignment.

## **13. TROPHIES AND AWARDS**

- a. Make sure your players names are spelled correctly on your roster. Rosters are used to order the trophies.
- b. Keep yourself up to date as to the date and place of your teams' Trophy Day. Encourage all parents of your team members to be there. The more who attend Trophy Day, the less you will do later.
- c. Arrange a pickup date for all team members who are absent on trophy day. Try to have all absent parents meet you at the same time.
- d. If there are any problems with misspelled names or incorrect data on name plates, please email our Trophy Coordinator to arrange for replacement.
- e. **Trophies will not be handed out to your team if either:**
  1. Your team's fundraiser money and records were not turned in, OR/AND
  2. Your coach did not turn in your team's player ratings forms.

Both of these events are vital to our program and will hold up the distribution of trophies to your team.

## **14. INJURIES**

- a. Ensure the safety of the player. Don't move an injured player.
- b. **The divisional manager or board member in charge will call the paramedics, if necessary.**
- c. If it is a serious injury, call the person listed on the registration form as the one to notify in case of an emergency.
- d. Remember, the registration form gives permission to treat in case of emergency.
- e. **Notify the Safety Director**, so that the appropriate paperwork can be completed. If you don't have a copy of the injury report form, you may pick one up at the Referee Tent or you can download it from our website.

## **15. IS THERE ANYTHING ELSE?**

How about a pizza or bowling party? Videotape your game and show it at your party. Many pizza parlors will allow you to show the video on their equipment if you hold a pizza party at their shop. This always proves to be a big hit.

You may also wish to have a once a month birthday party to celebrate all the birthdays that month.

If you have not already done so, please see that each volunteer on your team completes a volunteer registration form in order to comply with the regulations of the National Organization and to maintain accurate regional records.

If you or your parents have ideas or suggestions, please feel free to fill out a suggestion form available at the Information tent. Better yet, talk to your coach or divisional manager.

# **Have a Great Season!!!**

# Downey AYSO Region 24

"WHERE EVERYONE PLAYS"

Note: Dates/ Locations AND times subject to change. Please check our website regularly for updates.

[www.aysodowney24.org](http://www.aysodowney24.org)

## 2010 CALENDAR

AUG	5	Thur.	Coaches/Team Parent Meeting U10-U19 (Divisions 5-1) Location TBD
	6-7	Fri.-Sat	Basic Coach Clinic and Safe Haven Training @ Furman Park
	12	Thur.	Coaches/Team Parent Meeting U05-U08 (Divisions 8-6). Location TBD
	13	Fri.	<i>U16/U19 GAMES BEGIN</i>
	28	Sat.	<u>Opening Day - Picture Day/Parade (No Games)</u>
SEP	11	Sat.	Games Begin U05-U14 (Divisions 8-3)
	11	Sat.	Fall Fundraiser Begins
	25	Sat.	Fundraiser ends: Cookie money due
OCT	2	Sat.	Spring Select Coach Applications OUT
	TBA		Make-up Pictures
	TBA		Dedications for yearbook (last day)
	30	Sat.	Spring Select Coach Applications DUE
NOV	6	Sat.	Sponsorship deadline/Day Light Savings
	TBA	Sat-Sun.	Area Playoffs U16-U19 (Div 1 & 2)
	8-11	Mon-Thu.	Player/Coach ratings AND All-star nominations
	13	Sat.	Trophy Day for U5, U6, & U8 (Division 8-6 Season Ends)
	20	Sat.	Trophy Day for U10, U14 (Division 5-3 Season Ends)
DEC	4	Sat.	Commissioner's Cup Tournament/Coach ratings
	11	Sat.	Volunteer Appreciation Dinner/All Star Teams Announced
	11	Sat.	Commissioner's Cup Tournament concludes

## 2011 CALENDAR

JAN	TBA		Area All-star playoffs (Div 3-5) -2010 Fall season
	TBA		Area Playoffs (Div 3-5) -2010 Fall season
FEB	TBA		Area All-star playoffs (Div 3-5) -2010 Fall season
	TBA		Section All-star playoffs-2010 Fall season
	TBA		<b>Downey KOC AYSO Invitational Tournament (Divisions 1-6)</b>
MAR	TBA		Section playoffs-2010 Fall season
	TBA		Spring Select begins-2010 Fall season
	TBA		State All-star playoffs-2010 Fall season
APR	14 & 28	Thu.	Registration - Location TBA
MAY	5 & 19	Thu.	Registration - Location TBA
	TBA		<b>Downey AYSO Memorial Cup Open Tournament</b>

**DOWNEY AYSO**  
**EXECUTIVE BOARD MEMBERS 2010**

<u>Region Commissioner</u> Hector Lujan hectorlujan@ca.rr.com	<u>Assistant Commisioner</u> Mario Salazar msalazar902@yahoo.com	<u>Secretary</u> Lydia Rodriguez Lydiarodriguez1970@yahoo.com
<u>Treasurer</u> Ramon Aguilar Aguilar_02@msn.com	<u>Safety Administrator</u> Marco Egurvide marco@avibank.com	<u>Referee Administrator</u> Lucy Aguero lucyaguero@yahoo.com
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<u>Registrar (Girls)</u> Secilia Pasaye pasaye@aol.com	<u>Registrar (Boys)</u> Maria Garcia villaga@sbcglobal.net	<u>Auditor</u> Roberto Correa Robert.correa@verizon.net

**BOARD OF DIRECTORS**

<u>Concessions</u> Ana Salazar msalazar902@yahoo.com	<u>Fields</u> Mauricio Sarmiento <u>Msarmiento4@aol.com</u>	<u>Tournament Director</u> Roberto Correa Robert.correa@verizon.net
<u>Assistant Referee Administrator</u> Sergio Ramirez seryromy@hotmail.com	<u>Yearbook/Sponsorship Coordinator</u> Rudy Ramirez iramirez@erUSD.k12.ca.us	<u>Volunteers /Special Events Information &amp; Pictures</u> Emma Sosa <u>EmmaGSosa@yahoo.com</u>
<u>Safety Director Assistant</u> Walid Nabulsi walidnabulsi@yahoo.com	<u>Safety Director Assistant</u> Felipe Caro fcaro@advancepaperbox.com	<u>Trophies</u> Eulalia Obeso Eulaliao@hotmail.com
<u>Fundraiser Coordinator</u> Mike Rios mrios69@verizon.net	<u>CVPA Assistant</u> Maria Cortes <u>mcorre01@lausd.net</u>	<u>Webmaster</u> Adriana Varela oadmhernandez@hotmail.com

# 2010-2011 DIVISION MANAGERS

## Corrected/Revised 8/05/10

<p><b><u>Manager U5 Boys (Div 8)</u></b>            Nelson Mancia  <a href="mailto:FCLOAN@aol.com">FCLOAN@aol.com</a></p>	<p><b><u>Manager U5 Girls (Div 8)</u></b>            Lucy Santamaria  <a href="mailto:lucysantamaria@sbcglobal.net">lucysantamaria@sbcglobal.net</a></p>
<p><b><u>Manager U6 Boys (Div 7)</u></b>            Griselda Mireles  <a href="mailto:usercopper@aol.com">usercopper@aol.com</a></p>	<p><b><u>Manager U6 Girls (Div 7)</u></b>            Rudy &amp; Linda Ramirez  <a href="mailto:ruderun@ca.rr.com">ruderun@ca.rr.com</a></p>
<p><b><u>Manager U8 Boys (Div 6)</u></b>            William Del Valle  <a href="mailto:william_delvalle@hotmail.com">william_delvalle@hotmail.com</a></p>	<p><b><u>Manager U8 Girls (Div 6)</u></b>            Mike Rios  <a href="mailto:Mrios69@verizon.net">Mrios69@verizon.net</a></p>
<p><b><u>Manager U10 Boys (Div 5)</u></b>            Jose Soria  <a href="mailto:jms4258@lausd.net">jms4258@lausd.net</a></p>	<p><b><u>Manager U10 Girls (Div 5)</u></b>            Dora Delgado  <a href="mailto:Dora.teach@hotmail.com">Dora.teach@hotmail.com</a>  <b>AND/OR</b>            Ernesto Zendejas  <a href="mailto:E.Zendejas@yahoo.com">E.Zendejas@yahoo.com</a></p>
<p><b><u>Manager U12 Boys (Div 4)</u></b>            Ernie Corpuz  <a href="mailto:Lfzgud2u@yahoo.com">Lfzgud2u@yahoo.com</a></p>	<p><b><u>Manager U12 Girls (Div 4)</u></b>            Carl Jackson  <a href="mailto:cjackson@parkhousetire.com">cjackson@parkhousetire.com</a></p>
<p><b><u>Manager U14 Boys (Div 3)</u></b>            Jaime Castillo  <a href="mailto:Jaime23cllo@hotmail.com">Jaime23cllo@hotmail.com</a></p>	<p><b><u>Manager U14 Girls (Div 3)</u></b>            Manuel Rico  <a href="mailto:rinconsoccer@gmail.com">rinconsoccer@gmail.com</a></p>
<p><b><u>Manager U16 &amp; 19 Boys (Div's 2 &amp;1)</u></b>            Felipe Caro  <a href="mailto:fcaro@advancepaperbox.com">fcaro@advancepaperbox.com</a></p>	<p><b><u>Manager U16 &amp; 19 Girls (Div's 2 &amp;1)</u></b>            Mario Salazar  <a href="mailto:Msalazar902@yahoo.com">Msalazar902@yahoo.com</a></p>

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