



Team Manager Guide

Welcome to the Fall Soccer Season. Taking the job of team manager for your child's soccer team is an important responsibility. The team manager keeps the team informed and organized throughout the season. That's a big job and AYSO thanks you for your commitment.

Volunteer Role Requirements

- 1) **Submit a volunteer form for the Team Manager role on hesperiaayso.org.** A new form must be submitted each year and for each role that you hold. You will be able to select the Team Manager form for player's team.
- 2) **Complete your required training.** Through AYSOU, you will complete your Safe Haven and Concussion training sessions. These courses are listed within My Course.
- 3) **Get fingerprinted through Hesperia Parks and Rec.** Contact 760-244-5488 ext. 123 to make an appointment.

Questions on the volunteer requirements? Email our CVPA (cvpa@hesperiaayso.org) and Assistant CVPA (asstcvpa@hesperiaayso.org)!

Team Planning

- **Communication Plan.** Ensure that you discuss with the parents the methods that your team will use to communicate. Many teams use group text/emails for the majority of their communications. With the introduction of Team Central and the Game Changer, and the Band app, even more options are available.
- **Order the Team Banner.** Most teams order a banner for the team. Most teams like to receive their banner by the Opening Ceremony. Reminder, the banner can contain first names or numbers, not both!
- **Plan a refreshment schedule for games.** Schedule a family each week to provide half-time water & oranges, etc. as well as a snack and drink for after the game. Check with families before putting together the schedule, as some may have scheduling conflicts. Give everyone the final schedule far enough in advance. No matter what method you use please let player's families know what you expect of them and when. If possible, do not include the coach's family on the list as she or he has enough responsibilities on game day. No sweets or sodas during the game, please! Refreshments should include:
 - *Enough water for team/coaches/refs *Fruit cut into sections *Small trash bag for peels *Wet towels for clean-up
 - *Water spray bottles for cooling off *After-game snack/drinks*
- A lot of times the older teams elect not to have an organized snack. It is a good idea to take a vote with parents and see what the team would like to do.
- **Coordinate Uniforms.** Please watch for communications about the uniforms. No groups, parents, coaches, and/or sponsors, other than Hesperia AYSO, may purchase or coordinate the purchase of team uniforms. Please remind your parents that they may NOT put their child's name on the outside of the AYSO Score uniform.
- **T-Shirt/Sweatshirt Orders.** Place your orders for your team's apparel as soon as possible. There are many teams that will be doing the same thing at the same time. If you need suggestions on where to order from please contact your Team Parent Coordinator. **Names MAY NOT go on any team apparel- includes shirts, hoodies, and bags.**
- **Team Parties.** Schedule and manage the team party. Most teams have an end-of-the-season party; some teams even have a mid-season bash. Talk to your team and get creative! NOW is not too early to book it.



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Team Funds

- **Collect team funds.** Throughout the season, there may be a need to collect funds for the team banner, party, trophies, etc. This is the responsibility to track and retain the amount submitted.
- **Coordinate sponsorship submissions to the league.** If your team has a sponsorship form/check, please coordinate with our treasurer to submit the required paperwork and check. For additional information, please contact treasurer@hesperiaayso.org.
- **Coordinate the families on your team for Regional Fundraisers.** Serve as the lead point of contact for your team to assist with coordinating regional fundraisers.
- **Coordinate team fundraisers.** If your team would like to participate in any team fundraisers such as a booth at the Kick Off event, the Team Manager will assist with coordinating the booth and manage funds raised during the event.

Note: Many Hesperia AYSO teams use the Goal Can approach to raising money for our teams. Parents/grandparents/supporters typically throw in loose change, dollar bills, on up to large bills and sometimes checks! It is suggested that you keep some sort of record of funds collected from each game and report that to your team. Everyone knows that his or her donations are being accounted for and how much is being collected. And when it comes time to order trophies and plan the team party if there is not enough and you must ask them to bring in additional money, they will already expect it. You can report these collections for your team at the end of the season or hand out a weekly newsletter/information sheet if you wish. At the end of the season, you may want to give an accounting of where the money was spent to each family.

Game Day

- **Check the Divisional Coaches Box for your team each week.** Important handouts and information will be put there for you to distribute to your team. The box is located at the Referee Tent.
- **Get supplies, extra forms, etc. as needed.** Most of the things you need should be in your team manager binder or will be distributed to you in your division box. If you are still in need of something, please ask at the Regional Administration Shed.
- **Goal set up and tear down.** Nope, you don't have to do this single-handedly but if your team has the first game of the day, your team is responsible for getting the goals from lock up and setting them up. Your team is also responsible for bringing a trashcan and bag to your side of the field. If your team has the last game of the day, your team is responsible for tearing down the goals and returning them to the lock up, as well as checking the field for trash, and bringing the trash can to the bin. Please arrange for a few people from your team to accomplish these tasks.