

Plantation Youth Soccer League



Team Manager Handbook

V2 April 2012

Welcome New and Returning Team Managers!

The following guide was put together for you to use as a resource throughout the season. Please make sure to read through this guide and ask questions as they arise.

Beginning of the Season

Rosters and Communicating with Your Team

Remember to communicate with your head coach. He or she may want to make the initial contact or you both may wish do this together.

Inform team members of practice times and field locations if the coach has already gotten a confirmed practice schedule.

Provide parents with team contact information. Determine how parents prefer you to communicate with them. Know who utilizes email regularly and who does not. The preferred way of contact these days would be via text. Create a group list on your phone and send text to remind parents of practice days, cancellations, picture day, and other important events. Communication is extremely important and the lack of it can destroy a team.

If you have new players that have never played before, make sure that parents understand what is needed in terms of equipment:

- Soccer cleats – Make sure they are **soccer cleats!** Baseball cleats with a cleat at the tip of the toe are *not allowed*. Metal studs are not allowed.
- Shin guards
- Water bottle – Hydration is VERY important!
- Correct ball for age group (see below), properly inflated.

U6	U9	U12	U15
SIZE 4	SIZE 4	SIZE 5	SIZE 5

Make sure that each parent has a copy of the schedule, which will list the league games and times.

Communicate the league rules and procedures to the parents. The Plantation Youth Soccer League has their own website where parents can view standings, calendar events, the policy of the league as well as other pertinent information. The web site is: www.plantationyouthsoccer.com

Uniforms

Uniforms will either be given to you by your head coach or you will be asked to pick them up from the clubhouse. Utilize the team roster when handing out uniforms to the players. It may help to separate uniforms by size so that you can make sure that you have everything that is needed for each player. This will also help you when a parent complains of the wrong size. You can defer to the roster and mention that the size was taken from what they place on their registration sheets. Placing all parts of the uniform in a bag, labeled with the players name or placing a strip of tape on the outside of the packaging and writing the players names on them will help you when it is time to pass them out.

Please emphasize that players must be in full uniform in order to play. This is the league's policy.

Coordinate Snack Schedules

Snacks, Snacks, Snacks! Team managers should poll the parents to find out how they would like to handle the snacks for their children after the game. Most team managers create snack schedules to organize the responsibility. Parents can either sign up for game days or you as the manager could assign parents to certain weeks and let them tell you if they are able to do it at that time or not.

It's a good idea for you to remind families a day or two in advance when they have snack duty – many will forget about it. It's also not a bad idea to have parents bring **enough drinks for the coaches**, especially when it's hot.

Ask your parents if any of the players have food allergies so you can let everyone know foods they should avoid for snacks. Also encourage families to bring healthy snacks and not candy.

Middle of the Season

Assist communicating league information

There are many wonderful activities that are planned by the league for not just the players but their families too. These events include, BBQ day, coaches vs dad games, team manager vs mom games... Parents would need to be reminded of these activities and the league may need assistance from you in collecting fees, signing up parents or simply making them aware of what is going on.

Maintain Motivation and Well-Being of the Team

You are the Cheerleader, Nurse, Mediator, and Caregiver of the team. Make sure that during games you are motivating players, maintaining the bench (providing water to players and tending to their needs) Provide Ice for injuries. Clear this with the coach or assistant coaches first because acting alone could do more damage than good. Keep band-aids on hand for scrapes and a permanent marker to write names on the water/powerade bottles.

Team pictures and BBQ

Either someone from the board or your coach will inform you of when pictures will be taken of your team. Please make sure that parents are aware of the day, and out order forms with the arrival time written on them and have parents arrive at least 15 minutes prior to that time. If your parents normally experience difficulty in getting to the field for practices or games, move the time up to ensure that everyone is in place for the picture.

The league conducts a fundraiser to raise money for scholarships. Each player will have a button made from picture day. You are to sell the set of two buttons to the parents. Collect \$5 dollars from each family for the buttons. These funds will be turned in at the blue tent on the appointed day.

The BBQ should be coordinated with the Head Coach to determine how they would like to celebrate with their team. Depending on the time slated for your team's event you may either have to plan a breakfast or a lunch. Plan this at least 2 to 3 weeks in advance with parents to decide who will bring what. If the team decides to purchase food, start collecting money early and use a checklist to make sure that everyone is accounted for. Provide receipts to parents as well.**Please note – Tables will be provided for your team's celebration and there will be people available to cook your meat for the team (hot dogs, burgers...)

End of the Season

Final Game-playoffs-Championships

The final game is the ending of the season. Based on the performance of the team, you will need to communicate to the parents about play-off times and coordinate snacks for the games. It is better to over plan snack duties than to be unprepared and have the team dehydrated and not nourished.

Decided with your head coach how you will celebrate the end of the season. You may choose to hand out trophies (the league provides trophies to ALL players based on how they finish the season) after the game on the field in the area designated for celebrations. You may coordinate food or just light snack for the occasion. Some teams get celebratory cakes or cupcakes. As the team manager, this is the opportunity to thank your coach and assistant coach with a parting gift from the parents. Their work is voluntary and it would be honorable to recognize their efforts with a gift. Some examples of gifts would be a signed soccer ball, picture of the team, signed t-shirts, card with a cash donation or gift card or cards. Seek input from your parents regarding this.