

# **Welcome to the 2016 AYSO Soccer Season North Oxnard – Region 304**

Thank you for volunteering to be your child's Team Parent, and becoming a part of the AYSO Region 304 family. Parent participation is essential in creating a successful program for the youth of our Region. Your position is taking on the role of the team administrator – keeping the team organized and being the voice of your fellow parents on your team. Remember, the Coach is in charge of coaching the players, and the Team Parent is considered to be the Parent Referee.

For your convenience, the Team Parent Handbook has been assembled to assist in providing you with your team's needs and responsibilities.

As team parent you will carry out the duties as directed by:  
**Alicia Milanowski – Region 304 Team Parent Coordinator**

## **YOUR DUTIES AND RESPONSIBILITIES:**

- 1) **All team parents are encouraged to complete the AYSO Safe Haven Certification Program.**
- 2) **Communication is a key role! Distribute all information** to the coaches, players, and families of AYSO.
- 3) Help the coach with phone calls for cancelled practices, or games due to inclement weather (such decisions will be made at the discretion of the Regional Commissioner or Safety Director as early as right before game time).
- 4) **Prepare & distribute Field Duty Assignments and Game/Snack Schedules to all parents** on your team (You may also be asked to assist in distributing team/individual photos and trophies to the players).
- 5) **MAIL BOXES- All Coaches/Team Parents must sign in & pick up their team mail at the FIELD TABLE every Saturday before the game!** Handouts should be given to every parent including the coach (write the name of each player in the upper right corner of the handouts so that you can ensure that everyone has received a copy).

- 6) **Communicate with your coach on a weekly basis in regards to pickup/distribution of your team's mail.**
- 7) Keep track of referee points for Divisions U-10, U-12 & U-14, and U16/19. The coach & team parent will keep track of referee points either at the referee table or at [www.ayso304.org](http://www.ayso304.org). The coach/team parent must turn in referee names and email addresses to the Division Director or the Referee Administrator, Alex Diaz ([northoxnardrra@gmail.com](mailto:northoxnardrra@gmail.com)).

## **ORGANIZE YOUR TEAM**

### **PRACTICE**

- 1) U5, U6, U7 and U8 parents are required to stay for practices. If a male is coaching a girl's team, please make arrangements so there is an adult female present during all games and practices.
- 2) Discourage parents from dropping off their child for a practice or game if the coach or other responsible adult has not yet arrived.
- 3) Practices are only at designated parks and schools per set radius from Wooley Road to North Oxnard.
- 4) Find out from hard to reach families when is the best time/means they prefer to be contacted.

### **FIELD DUTIES**

- 1) All parents are asked to volunteer two (2) hours **per child** during the 10 Week Season. Each division has been assigned a weekend to perform their field duties. This will allow your team to work together in **fulfilling your field duty requirements within (1) one weekend!**
- 2) Please review the ***Volunteer Field Duty Assignments*** for your team. Assign each parent a job; or let them choose a duty. Fill in the assigned names, photocopy and distribute the schedule to your parents. If you did not receive your team assignments please do not hesitate to contact the Team Parent Coordinator. Arrival to the Filed Duty table 20 minutes after scheduled arrival time will result in no points for your team.
- 3) Remind your volunteer parents one week prior to their scheduled field duty assignments, **(Parents need to work as a team to complete all field duties within the assigned weekend.)**
- 4) Each job duty is worth 10 points (multiply the total duties assigned x10 for the total points). Your team must complete all duties to receive the total points required to advance to playoffs.

- 5) Also, **ALL VOLUNTEER PARENTS MUST SIGN-IN AT THE FIELD TABLE** next to their assigned duty, **IF THEY DO NOT SIGN IN AND OUT, YOUR TEAM WILL NOT EARN POINTS.**
- 6) Every team has enough parent volunteers so that the Coach, Assistant Coach and Team Parent (only 1 per team) should not have to perform field duties (this does not make you exempt from field duties). Ultimately, the coach and team parent are responsible for following thru and ensuring that the volunteers completed their duties in order for your team to earn points.
- 7) The points earned by division will be posted both on the website: [www.ayso304.org](http://www.ayso304.org) as well as at the field table on a weekly basis.
- 8) **Although U5, U6, U7 & U8 teams do not advance to pool play, they are still expected to participate in the operations of the league.**
- 9) **U5 teams are not required to perform field duties due to required parent participation on the field during game time.**
- 10) **In order to advance to pool play U10, U12, U14 and U16/19 teams must fulfill field duties, as well as supply referees for the games. Please refer to Referee Point System handout attached.**
- 11) **U10, U12, U14, AND U16/19 new field duties will be assigned for pool play and playoffs by Week #10. Please make sure you or your coaches are checking the mailbox.**
- 12) **Please make sure all parents for your team are aware of Point requirements. You and the coach need to sign and return the Acknowledgement of Parent Participation and Referee Point System, to me by September 3, 2016. Please keep one signed form in your binder, if a parent declines participation in performing a field duty or contesting the referee points required, remind them that they agreed at registration to volunteer two (2) hours per participating child.**

*NOTE: **Field painting** is performed on Friday even though the duty date reflects Saturday's game date, so if you have field painting on week one (1), you need to arrive at the Fremont field that Friday before, by 5:00 pm until completed. Parents need to sign in with a board member to earn points.*

**Field Set Up** will always begin at 6:30 a.m. and **Field Tear Down** will begin 3:00 and 4:00 p.m. until completed, no exceptions.

## **GAME/SNACK SCHEDULE**

- 1) Prepare a game/snack schedule for the team. Assign a different parent every week, in alphabetical order (A to Z or Z to A) usually works best. Cold water and fruit (quartered oranges, watermelons, apples and grapes) work well for half time, and fruit juice/healthy snack to munch on after the game. Make sure that you bring water for the coach and referees! You will be responsible to hand it to the coach and referees on your scheduled snack date.
- 2) Inform the parents that if they **cannot** bring snacks on there assigned dates, it is their **responsibility to coordinate and switch to an alternate date with another parent** in advance.
- 3) Give a **friendly reminder to parents** after each game who is next on the snack schedule.
- 4) Encourage parents to help in field cleanliness. They should remind players and spectators to pick up and deposit trash in to trash cans.

## **BANNER**

Banners are not required, but are encouraged. You may have the team participate in the design and creation of the banner, or perhaps you have a creative parent that can help make one from scratch. If your team chooses to have a banner please remember the following:

- 1) The parents should be informed and agree to pay their share of the expense (total cost divided by total # of players prior to placing the order). The approximate cost of a custom painted team banner is around \$85.00.
- 2) Make sure you have a parent (coach or team parent), someone responsible for setting up the banner on game days. Remind them to bring a hammer.
- 3) **REMEMBER TO BRING THE TEAM BANNER ON PICTURE DAY!!!**
- 4) Under the banner is an excellent place for the players to wait who are sitting out.

## **UNIFORMS**

Assist the coach in sorting the uniforms by size and distributing them to all the players. Keep an accurate list of uniform numbers assigned to the players. Give a copy of the list to the coach.

Please remind parents that a Twenty-Five Dollar (\$25.00), replacement fee will be assessed for any lost uniform which requires replacing. Uniforms are to be worn during games only.

### **PICTURE DAY**

- 1) Pictures will be taken of individuals and teams on **Sunday September 25<sup>th</sup>**.
- 2) A flyer with the picture time will be distributed to the team parent via mailbox on 1<sup>st</sup> weekend of play.
- 3) The fee for pictures is included in your registration fee (additional packages will be available for purchase)
- 4) **Remember your Team Banner!**
- 5) Team must arrive 30 minutes before scheduled picture time. It is very important that the Coach, Assistant Coach, Team Parent and all Team Players arrive on time. **If a player is late he/she will not be in the team picture.**
- 6) **Make up picture dates, will be announced at the field! Please look for a flyer in your mail- box.**
- 7) Distribution of pictures is 3- 4 weeks from the original picture date.

### **SPORTSMANSHIP**

Good sportsmanship is an essential philosophy that places AYSO above many other youth athletic organizations. REGION 304 has elected to apply the Good Sportsmanship Code of Behavior to spectators as well as coaches, players and referees. **Negative or sarcastic comments about players, coaches or referees will not be tolerated.**

- 1) Recruit all parents to be sportsmanship monitors for the games **we all have the same objective**. Parents should remind the spectators, before/during the games that we are here to set a **good example for the kids**. Monitors are not “police” but **firm reminders that spectators must be positive**.
- 2) Coaches, spectators, or other officials shall not enter the field of play unless specifically requested by the referee.
- 3) **Our motto is Coaches coach, Players play, and Parents cheer.**

## END OF SEASON

Plan ahead!!! Farewell parties are popular at the end of the season (**U-5 thru U-8) this will be a good time to pass out the trophies, which will be distributed after the last game played.**) A pizza party or a potluck celebration at the park after the last game works well and is cost effective (you are not limited to these two ideas).

- 1) Confirm a time and date with your coach and the rest of your team. Send a flyer home to parents specifying the party plans and cost per player.
- 2) Thank the Coach! **AYSO PROVIDES AN APPRECIATION GIFT (ONE) PER TEAM as a gift to the coach.** Remember it's the thought that counts!!!

## MISCELLANEOUS

\*Special Note: For the team parents of the older girls divisions, it has been very helpful in the past, if there is a small bag filled with a few essentials for the "special" time of the month. It can be kept in the coach's bag and when it's needed girls can get it themselves without any embarrassment.

Region 304 sincerely hopes these guidelines will help you during the 2016 Soccer Season. Your help is essential to a successful experience for all and is always greatly appreciated. If you should have any questions, please don't hesitate to contact me! I am looking forward to a positive and fun soccer season! 😊

## Alicia Milanowski

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AYSO North Oxnard Region 304

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