



## Team Parent Guide

Ok, I volunteered - **Now what?????**

First of all - Congratulations and Thank You. Being a team parent is taking an active role in the league. Without your support and input, we as a league have a difficult time in coordinating the information and direction to be successful. Below are the duties of the team parent per the by-laws.

### MASL By-Laws

#### E. Team Parent – (Staff non-voting)

1. Shall perform all non-coaching duties (i.e., passing out paperwork, collecting money, calling players, etc.).
2. Shall provide a system for water and/or snacks for players at games.
3. Shall be the first and most vital link for communication to the parents.
4. Shall forward concerns to the Assistant Team Parent Coordinator.
5. Shall develop a volunteer list among other parents to help support League activities.
6. Call players if changes are needed in practice (place or time), or other League activities that need to be communicated.
7. Support the coach as needed.

Below is a breakdown of the Team Parent responsibilities in order of tasks and also of some best practices that other team parents have shared in the past. Please note that this is not an all inclusive list.

All MASL coaches are volunteers just like you, so your role is to help support the items that are not coaching related so the he or she can concentrate on coaching. You should establish a line of communication (phone, e-mail, text) that you are both familiar and readily available. Organizing information will be your biggest challenge. Listed below are some items that you will be tasked with –

- ✓ **Risk Management Disclosure & CYSA Team Official Registration** – All Coaches, Assistant Coaches, Managers, and Team Parents are required to fill out and submit the CYSA form 1628. Because there is personal information (i.e. SSN, address, etc.), CYSA has requested that this form be filled out on-line only. This form can be accessed on the CYSA North web-site at [www.cysanorth.org](http://www.cysanorth.org) under the Fast Links tab located on the left side of the home page and is listed as “Adult Online Disclosure”. Do not fill out the PDF version as it is not tied onto the CYSA system, but instead go to the bottom of the instructions and click on “[I have agreed with the above procedures and I am ready to Start my Team Official Registration & Risk Management Disclosure Form](#) “. This will open the proper web-page to be filled out. Once you have completed and submitted the form it will give you a confirmation number. Please e-mail the confirmation number to the Team Parent Coordinator [tpc@mantecasoccer.com](mailto:tpc@mantecasoccer.com) so that they can verify that the form has been completed. If you answer Yes on any of the 6 question, please contact the Team Parent Coordinator for additional review and instructions.

- ✓ **Create a Team Roster** – Work with Coach to get team name, age group, player’s names, player’s numbers, and parent contact information. Set up an address book on e-mail or text so that you can contact everyone with one communication. This is the fastest and most accurate way to get information to and from everyone.
- ✓ **Team Banner** – Work with Coach, if a banner is needed split the cost evenly with all rostered players. If you have question on the banners or contacting a supplier, contact your team parent coordinator at [tpc@mantecasoccer.com](mailto:tpc@mantecasoccer.com)
- ✓ **Initial Team Meeting** – Work with Coach on location, time, and the agenda. Let everyone know how you are going to communicate information. Game schedules, snack schedules, and fundraising information will be released at different times, so establishing a solid line of communication is part of the parent’s responsibilities to confirm their contact information. Below are some of the items that you should cover.

Game Schedules – Work with the Coach. Keep it simple. Coaches receive the schedule from the Coach Coordinator when they are available from the Referee Association. You can use the format that they are distributed in, or create your own.

Snack Schedules – Keep it simple. You will create the snack schedule. Tell parents to keep snacks basic, something like slice oranges, grapes at half time – juice pack or water at end of the game. Ask yourself what you want to eat or drink after running for 20 to 40 minutes. Each team is required to pick up their trash at the end of each game, less is better.

Fundraising – You will work with Ways and Means. Fundraising is crucial to the league. Money raised through the fundraiser is used to off-set the registration fees and is the only reason that we have not increased registration fees in the past. For some families, the ability to raise funds through league fundraiser is the only way they can afford to have their children play. As long as there is a need such as this, the fundraiser will continue to be part of the league. Each child needs to participate, even if there are multiple siblings. Each player gets a uniform and each player gets the amenities that apply for each age group (which may include field lining, goals, referees, and awards). There is a buy-out program in place for player (parents) that do not want to sell as part of the fundraiser – that is the only option. At some point league fees will have to be raised due to rising cost, but if there is a need, the fund raiser will continue to fill the gap.

Team Conduct – Coaches, Parent, and Players – Talk with the parents at the meeting and prior to the games and let them know we will be asking them to stay with-in the marked spectator’s area. We will be monitoring that there are only coaches and players only in the technical area. The players will be working and playing hard - let them play, let the referee’s call the game. Not every (or sometimes none) of the calls are going to go your way - move on. The more the coaches and the parent focus on the negative, the more the players lose focus of the task at hand. Stay positive, encourage what is going right, focus on the prize - the excitement, the competition, and playing your best.

No Animals are allowed around the field of play – This includes practice and games.

- ✓ **Team Parent Meeting** – Work with Team Parent Coordinator [tpc@mantecasoccer.com](mailto:tpc@mantecasoccer.com) – This meeting will be set prior to the first coaches meeting. Coaches will receive a flier on the date, time, and location for the meeting, and it should be posted on the MASL web-site at [www.mantecasoccer.org](http://www.mantecasoccer.org). You will receive the player’s packages for pictures, have a brief overview of the team parent position and exchange contact information. Picture day location and team photo times should be available and posted on the leagues web-site.
  
- ✓ **Fund Raiser Distribution** – Work with Way and Means Coordinator [waysandmeans@mantecasoccer.com](mailto:waysandmeans@mantecasoccer.com) – This meeting is typically conducted at the same time as the Team Parent Meeting. You will have a brief overview of the fundraiser, review tracking and accounting procedures, and receive the product for the fundraiser to be distributed to the players for sale.
  
- ✓ **Picture Day** – Work with Team Parent Coordinator [tpc@mantecasoccer.com](mailto:tpc@mantecasoccer.com) – Arrive about 15 minutes early and have one of the coaches or team representative check in at the station setup by the photographer. The coach or team representative will need to fill out a registration sheet on your team - you will need the team number, team name, and the coach’s name. Each player needs to fill out a picture packet regardless if they are not buying additional photos. Each player gets a “Memory Mate” photo as part of their league registration, so a packet is needed for each player to ensure that they all get one. In addition, if any of the players are getting buddy photos, there is an additional sheet that will need to be filled out so the photographer can track it. If you are purchasing team picture plaques for the coaches (or anyone else as gifts), coordinate with the photographers at check-in.
  
- ✓ **Prior to Game Day** – Make sure and call the parent(s) that is responsible for snacks at the game. If you have a double header (2 games) there may be more than one parent to call. Also make sure that you have a trash bag packed to clean the field after the game (each team if responsible to pick-up the field after the play). Check the weather, games are only cancelled in one of two ways
  - 1- The City closes the fields – Coaches will be notified through the Coach Coordinator
  - 2- The Referees coordinator calls the games do to conditions
 There is no set advanced notice so this could happen anywhere from 2 days prior to during the games.
  
- ✓ **Game Day** – Focus on the prize. Please help set the expectation on what that prize is. IT is about the excitement, the competition, and playing your best. IT is NOT about winning at all costs - this is not World Cup, the sun will rise in the morning and the experience that the players have will continue to build each week and beyond. As ambassadors to the game we need to make sure that the experience is positive for every player. Encourage the parents to reward the positive, and let the negative pass. Encourage them to sit and watch the games, let the players showcase what they have learned in practice. Encourage the parents to be courteous and positive to everyone - including the referee’s. Let the coaches - coach, let the players - play, and let the referees call the game.

- ✓ **Fund Raiser Money Collection**– Work with Way and Means Coordinator [waysandmeans@mantecasoccer.com](mailto:waysandmeans@mantecasoccer.com) – This meeting will be to turn in the money collected for the fund raiser. You will be notified by the Ways and Means Coordinator, and the location, date and time should be posted on the league website [www.mantecasoccer.org](http://www.mantecasoccer.org). Please have all coin changed to bills prior to the meeting, your team log of what each player has turned in. Monies are counted out per team and signed for the amount returned.
  
- ✓ **Team Party** – If you are going to have a team party at a local eatery (pizza, etc.), try to schedule early as there are a lot of teams with the same idea. When scheduling make to ask if they give a team discount. Trophies and participation awards may not be available until the tournament, so if you schedule earlier than the tournament make sure to set the expectation that the awards will be distributed at a later date
  
- ✓ **MASL Fall Tournament** – Typically the tournament is held around the 2<sup>nd</sup> weekend in November on both Saturday and Sunday.
  - U-6’s will not participate as their season will be over and they do not have tournament play.
  - U-8’s will have a Jamboree with no consolation or championship (typically 3 games)
  - U-10’s, U-12’s, U-14’s, and U-19 Girls will play tournament with typical 3 preliminary games and a consolation and championship game per age group and gender
  
- ✓ **Additional Play**
  - CYSA Founders Cup Tournament

Created specifically for Division 4 teams, The **CYSA Founders' Cup** competition provides an avenue for recreational teams to compete for a state championship title. It is an open competition for any boys' or girls Division 4 team in the U-10, U-12, U-14, U-16 and U-19 age groups. Any **CYSA** registered Division 4 team that is in good standing may apply to enter the **CYSA Founders' Cup**. The Cup begins with a weekend of preliminary rounds, from which winning teams advance to the single elimination rounds on a second weekend of play. Cup play culminates with the annual **CYSA Founders' Cup Championships** where the Division 4 champions are crowned. The **CYSA Founders' Cup** begins in late fall for the U-12 and U-14 teams and in late winter for U-16 and U-19 teams. Because the **CYSA Founders' Cup** is a statewide event held outdoors, participating teams may be subject to travel over long distances and rescheduling of games due to adverse weather conditions. Teams should take these factors into consideration before applying. This is a pay to play tournament (2010 fees per team were \$400.00). Please see more information in the **CYSA** website under “Cups” listed below the top header bar on the site.

### Bill Meyer Winter League

The Bill Meyer Winter League is District 8 Paper Teams for boys and girls in the U10 through U14 age group that allow players to participate in a higher level of soccer than played in the fall recreational season. Leagues can use it as a building block for their competitive teams (although established boys and girls competitive teams are not permitted to play).

Players are only eligible if they:

- 1.) Were currently registered players for the fall recreational season.
- 2.) Have not played on a CYSA Class I/II/III team during the 2010-11 season.
- 3.) No new player registration is allowed for this league.

Following the MASL Recreational tournament, MASL will have try-outs to establish teams for the Bill Meyer Winter League. There is additional uniform cost and some travel.

### Jim Frasier Winter League

The Jim Frasier League is a District 8 traveling league for Under-17 and Under-19 boys and girls. It is for high school age players not on a CYSA Class 1 team in the current seasonal year.

I hope this breakdown is helpful. Again – Thank you for your time and taking an active role in Manteca Soccer. Remember we are all Ambassadors

**For the Good of the Game**