

# AYSO Okeeheelee Park Team Manager Handbook

AYSO promotes positive values and fair play through its **SIX POINT PHILOSOPHY**

Open Registration

Everyone Plays

Balanced Teams

Positive Coaching

Good Sportsmanship

Player Development

## KIDS ZONE

We at AYSO are excited about KIDS Zone. The philosophy is simple, KIDS are #1. Some leagues have had problems with parents forgetting that the reason we are here is to have fun and learn the game of soccer without yelling and anger.

We, at AYSO Region 345, let **COACHES COACH and KIDS PLAY**. Parents have been asked to sign the KIDS ZONE pledge to show that they support KIDS ZONE.

**We encourage everyone to get involved!**

## Welcome!!

Hello and welcome to the Spring 2025 Soccer season. We all hope you and your child (ren) have fun playing AYSO season. Our volunteer staff has been working hard during to make that possible.

Now, **YOU** are a part of that volunteer team. Each team needs a team manager, someone who can organize the parents on the team and provide league information to them.

Team Managers play an important role in helping

the league run smoothly so that our children can all enjoy playing soccer. Team managers relay information from the AYSO Region 345's board to the parents and players. They help the team get ready for the start of the season. They make phone calls to the parents when games are rained out, they remind parents of the league rules, and collect money for the coach gift at the end of the season.

This handbook explains your responsi-

bilities and exactly how to carry them out. It also summarizes league policies and guidelines. You will get all the help you need. We also plan to keep meetings to a minimum, because we are all busy.

Thanks for Your  
Help & Support for  
the AYSO  
Region 345  
Spring 2025  
Soccer Season!!

## Team Manager Duties



- \* Be familiar with the league
- \* Organize team for Picture Day
- \* Hand out uniforms
- \* Make up roster and game schedule for parents
- \* **Remind Parents & Players that if Player or Family Member Sick, STAY HOME!**
- \* Team Picture Day- February 8 & 15
- \* Kid Zone Pledge (parents sign & team manager keeps)
- \* Remind Parents and Players that **THEY** are responsible for bringing water to each practice and game

**NO WATER= NO PARTICIPATION**



# AYSO OKEEHHEELER PARK TEAM MANAGER

## You've Got Mail!!

Each team will have a file folder, which will be specific for your team. For example: 8 Under Boys team 2 will be noted as 8U Boys #2. Girls and boys divisions will be separated. The files will be outside the building, by 8:00 am each Saturday. This is the only way the league has to communicate with every team at one time.

### LEASE CHECK YOUR FILE EVERY WEEK.

Information about upcoming events are placed in these files such as game changes, line-up cards etc. If you have no mail, please check with your coach to make sure he/she has not picked up the information.



### Role

Let the **Coaches Coach** and the **Players Play**. Don't tell the coach which position your child should play. Don't instruct your child to play differently than the coach tells him or her. Don't criticize the coach to your child. Do ask your coach if there is any way you can help, maybe with drills at practices or warm-ups before games. Do take the coaches training if you want to coach next season or just have a strong interest in the game.

**For more information:**

**Fred Mance at 561-512-3052 or email to fred.ayso345@mail.com**

### Game Schedule

Game Schedules are in the player handbook as well as posted on **ayso345.com** under schedules. There is a ton of information on our website concerning practices, schedules, meetings, next season sign ups, referee clinics, etc.

### Team Pictures

Team and individual pictures will be taken on Saturday, February 8 or 15. You will get a schedule in your folder. All teams **MUST** take a team picture as we need this picture for our sponsor plaques. You will receive order envelopes to hand to parents a week in advance. They need to select their orders and fill out the envelopes. Call parents to remind them to be on time and bring their envelopes with payment. **PLEASE DO NOT BE LATE** as it will back up other teams and games. The Coach, Assistant Coach, and Team Manager's may take a complimentary picture with their child if they are making a purchase. If your team cannot attend the time scheduled, please contact Visual Images. Please refer all questions regarding pictures to

**Visual Images 798-2566**

### Positive Outlook

Only positive comments should be made to the players. Do not criticize, but support them. You may cheer them on from the sidelines, but you may not coach from the sidelines. Do not yell specific instructions to your child or any other player. Do not tell them

where to be on the field, or when to shoot. Do not offer rewards for goals. Every position is important to the team and it is a good experience playing every position.



### More Team Manager

#### Team Roster

Team managers will get a list of players from the coach. You need to write down each player's jersey number. Then, use this list to fill out the Line up cards for games. Provide information needed to each parent for the season, game times, practice schedule and time, name of team coaches' with their phone numbers, and your phone number. Schedule the parents for drinks and snacks. Provide a copy to each parent.



### Referees

**Please do not make comments of any kind to the referees.**

The league is always in process of training referees. Experienced referees function as center referees, sometimes you will have a brand new referee, or a youth referee, at your game, and or a linesperson. Mistakes may be made, so teach your children to respect the referees, even when they make a call that you might consider wrong. They are valuable in teaching players the rules of the game. Due to the amount of teams we have, the coach will have to referee half of the game if no referee is available. Refereeing is very rewarding. Parents are encouraged to take the referee training. One parent per team is required to take the linesperson clinic and to fill in as a linesperson when needed. Training is offered frequently. For more information email to region345@aol.com.

**Please supply referees water during your scheduled game!!**



### Clean up, Clean up

**We all forget our manners sometimes, and don't clean up after ourselves. You know what I'm talking about the empty water and Gatorade bottles, Fruit rinds and plastic wrappers on the ground...It just doesn't look good!!!! Please help remind your players and other parents to pick up the trash around your bench and spectator area after each game. A garbage bag can be picked up at the referee table each Saturday!**

# AYSO OKEEHLEE PARK TEAM MANAGER

## Practices & Games

Remind Parents that they need to bring players to games and practices on time as well as picking them up! **No player is to be left alone at the fields!**

## Game Seating

Spectators sit on one side of the field, five feet behind the white line (blue spectator line); players and coaches sit on the other side. Social Distancing **SHOULD** be maintained for both the coaches and spectators.

## Field Restrictions

**Games & Practices are scheduled every hour 6:00 -7:00 pm, 7:00-8:00 pm and 8:00-9:00 pm. Players and teams should leave the field of play immediately at the conclusion of the practice or game so the next team can enter the field of play safely.**



*Do not go on the field during a game for any reason. The only time a parent is allowed on the field is if the referee allows them to come on.*

**Let the Coaches Coach and the Referees Referee.**

*Do not allow children to play on the field or near the line as they may get injured by a player running or a ball hitting them!*

*For the Safety of all, do not allow children to play on the goals as they are not jungle gyms and they can tip over! Also, the nets and goals are very expensive to have to re-pair them!*



## Injuries

If a child is injured, the coaches will be called on the field by the referee. The parent may walk down along the sideline to see if he or she is needed. In case of a serious injury, contact Jim Cummins, Safety Director, at [region345@aol.com](mailto:region345@aol.com)

or 561-601-4178. Each coach and each team manager has an accident form. Please fill the form out immediately and hand in to Jim Cummins or to a board member in the soccer building. All accidents, whether a form is filled out or not, should be reported into the soccer building. All accident forms and claims

**MUST BE SUBMITTED WITHIN 90 DAYS OF THE INJURY OR THE INSURANCE**

**WILL NOT COVER.** All children, as well as referees, coaches, and team managers, are covered by the insurance (\$500 deductible) either as a primary or secondary insurance, as long as you have either filled out a volunteer form (adults) or signed a registration form.

## Safety

### First



No jewelry, or hard hair clips hair may be worn at practice or during the game. If there is beads in hair, they must be secured. No gum or candy during the game or practice also.

Players with braces on their teeth are strongly encouraged to wear mouth guards. Hard cast (including padded casts) splints, helmets, and hard padding are not permitted. Medical bracelets may be taped to a players skin. Prescription glasses **MUST** be restrained by a strap. No other glasses will be allowed. Hats of any kind are not permitted as well.



## Four legged friends

Animals are great but must be left at home. Just a friendly reminder, Palm Beach County Ordinance prohibits dogs in public parks and that includes Okeehlee Park. Many folks have found some unwelcome surprises left behind by the animals & owner.

## Timeliness

Parents need to bring players to practice and games on time. (Players need to arrive at least 15 minutes before game time to check in, as games will

start **EXACTLY** when scheduled!) Everyone's time is stretched to the limit these days so parents should inform either you or the coach when a child will be late or absent.

## Nets

**Nets are not playground equipment!**

**PLEASE** keep children off the nets both during, as well as before and after, games and practices. We see siblings as well as players hanging or climbing on the nets. This behavior can cause serious injury to a child. Broken nets also pose both a financial and safety concern.

## Rainouts



**PLEASE** call the field information line at 561-642-2520 or check our website [AYSO345.com](http://AYSO345.com) or our Facebook page **AYSO Region 345 or Okeehlee Heat** to find out if the fields are open and practices are still scheduled.

Even though the weather may look bad in your area, it may be bright and sunny here at the fields. Call the field information line after 4:00 pm and please hang up before the message repeats so the line does not get full.



# AYSO OKEEHEELEE PARK TEAM MANAGER

## Lots of Liquids

It is very important that players stay well hydrated to prevent heat stroke. Please ask parents to encourage their children to drink extra fluids on practice and game days, for several hours before they play. Players **MUST** bring their own water bottles or water to practice.

There is **NO SHARING** so each player will be responsible for their own water for their games. **PLAYERS ARE NOT ALLOWED TO PRACTICE OR PARTICIPATE IN A GAME UNLESS THEY HAVE WATER! NO WATER=NO PARTICIPATION**  
The concession stand will not provide cups or ice.

## Parents need to provide the following:

- Soccer Cleats (baseball & football cleats are NOT ALLOWED)
- Shinguards
- Water Bottle
- Correct size ball for practice Soccer Ball—Correct Size

Size 3 - 6 Under & 8 Under  
 Size 4 - 10 Under & 12 Under  
 Size 5 - 14 Under & 19 Under

## End of The Season

### Team Party



Most teams have a party after the last game of the season. Discuss with the parents what they would like to do & collect money. Keep it simple. Teams can have a potluck lunch at the park, cake and soda at the concession, pizza etc... Whatever you plan, allow time to give out medals plus give your coaches their gifts and the plaque to the sponsor. Every player will receive a medal provided by the league. The trophies will be available on **March 22nd or 29th from 8:00 am to 4:00 pm** in the Soccer Activity building. In order to pick up trophies, the coach, **MUST** first turn in his/her coach bag and evaluation form.

**Handout Uniforms** The best way to distribute uniforms is to line the team up from smallest to largest. Hand out the uniforms according to size. (Sizes range from youth small to adult x-large). **DO NOT** take requests for specific numbers as the small number are small sizes and large numbers are large sizes. Keep a list of who gets what jersey number. This will go on your line-up cards and on the roster for parents.

We suggest each player bring a soccer bag to put their ball, suggested a bottle of hand sanitizer, and to bring an extra shirt for practice for scrimmaging.

If you have a problem with sizing for a particularly large player on your team, please contact the team manager administrator. Parents may alter a jersey's size if they wish to make smaller or larger but **No Numbers, Names, or Any Other**

**Decorations On The Uniform.** Please return all extra uniforms to the soccer building as soon as possible, as some teams may need extra uniforms. Put a label on the bag stating the division and team number.



\*\*\*\*\*  
 \* **Help Us, Help Others In Need** \*  
 \* **AYSO REGION 345 FOOD DRIVE** \*  
 \* **Saturday, March 1** \*  
 \* **8:30 am—3:00 pm** \*  
 \*\*\*\*\*

AYSO Region 345/Okeeheelee Park is teaming with The Lord's Place to conduct a food drive to help homeless children, families and individuals in our community.

Please bring any and all non-perishable, unexpired food items to the soccer fields. AYSO Region 345 volunteers will be collecting the food in the Soccer Activity Building from 8:30 am—3:00 pm. The Lord's Place will distribute the food to those in need.

**ATTENTION TEAM MANAGERS:** We will also have a team competition. The team (all age groups are eligible) which brings in the most items will win a Kona Ice for each player on team. Please organize your team to make a big donation.

**Individual Donations Are Also Welcome!**

## Coach's Thank You



Most teams chip in to buy gifts for their head coach and assistant coach in appreciation of their volunteering. Discuss the amount with your parents. The team manager buys the gifts. This could be a gift certificate for a restaurant or movie, or to a sporting goods store. Parents and players should sign a card. And Finally.....

# Thank You!!

**AYSO Region 345/Okeeheelee Park Spring 2025 5 v 5**

**Okeeheelee is having their annual 5 v 5 Tournament!!**

**PLAYSOCCER®**

**Who:** Spring AYSO Region 345 coaches can make a team made up of players from their rostered players in 10U to 19U (roster up to 8 players) or if a coach is not participating, players may sign up in the Soccer building to get on a team

**What:** Three short-sided 30 minute fun games plus medal round

**Where:** Okeeheelee Park

**When:** April 12, 2025 (Boys) and April 13, 2025 (Girls)

**Why:** FUN!! ALL proceeds go to our AYSO Region 345 2025 14U Boy National Team!

**Cost:** \$225.00 per team

**Come on out and join the fun!**

***1<sup>st</sup> & 2<sup>nd</sup> Place teams Receive Medals and***

***1<sup>st</sup> Place team wins "Champion" tshirts!!***

**Roster up to 8 players including a goal keeper.**

**No special uniform needed you can create your own or wear matching t shirts.**

**Registration March 15, 2025**

**11:00 am to 3:00 pm**

**Okeeheelee Park Soccer Activity Building**

**All rules, field sizes and other information can be found on AYSO345.com**

**AYSO Okeeheelee Park**

**8U Spring 2025 3 v 3 Tournament**

**Who:** Spring AYSO Region 345 coaches can make a team made up ONLY of players from their rostered team in 8U Boys & Girls (roster up to 6 players) or if a coach is not participating, PLAYERS

**CAN PUT THEIR NAMES ON A LIST IN THE SOCCER ACTIVITY BUILDING TO BE PUT ON A TEAM**

**What:** Three short-sided 20 minute fun games plus medal round

**Where:** Okeeheelee Park

**When:** Sunday, April 13, 2025

**Why:** FUN!! ALL proceeds go to our AYSO Region 345 2025 14U Boy National Team!

**Cost:** \$175.00 per team

**Come on out and join the fun!**

***1<sup>st</sup> & 2<sup>nd</sup> Place teams Receive Medals and***

***1<sup>st</sup> Place team wins "Champion" tshirts!!***

**Roster up to 6 players!**

**No special uniform needed you can create your own or wear matching t shirts.**

**Registration March 15, 2025**

**11:00 am a 3:00 pm**

**Okeeheelee Park Soccer Activity Building**

**All rules, field sizes and other information can be found on AYSO345.com.**

