



As a Team Manager you will be in charge of creating a roster, game schedule and snack schedule for your team...

A Roster is simply a list of your players, their parents and their contact information. It can be created in Excel, Word, Pages, or Numbers. Generally, it includes Players Name, Parents Names, Cell/Home Phone Numbers and Email Addresses. You can collect this information at the very first practice or ask your coach for a copy of his official roster and confirm that the parents are okay with having that information distributed to the team as a whole.

A Game Schedule and Snack Schedule can be all on the same document. It needs to include:

Game Dates

Game Time (include Report Time i.e.. what time your coach wants your players on the field for warm-up)

Opponent

Location

Indicate if you are Home or Away Team

Tasks you might have (Field Set Up/Field Take Down)

Snack Assignment

****Note Picture Day on the Schedule!****

NOTE: Home Teams U6-U8 provide the refs for the game. Otherwise Home and Away teams only vary in what side of the field they sit. Put the information (below) on the schedule.

For U6 & U8: The home team sits on the North or West side of the field. The visitors' team sits on the South or East side of the field. Please be mindful when setting up your chairs of the coaches' box at the center field line. According to AYSO rules, only the coach and the assistant coach can be in that box during the game.

For U10 and Above: Area E requires us to set up on the field differently. All parents will be on one side of the field while the coaches and players are set up on the other side. The center line will divide the parents on the opposing teams to face their teams from across the field. For example, the home coach is set up on the North End of the center line, then the home team's spectators should be directly across from them.