

# AYSO Region 14

## Team Parent Information

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The following information can be used as a guideline in organizing your team. Everyone in our AYSO program is a volunteer.

### JOB DESCRIPTIONS

- Assistant Coach: assists the coach with practice and games  
must have Safe Haven certified/volunteer form
- Team Parent:-----assist the coach with the organization of the team  
must complete the volunteer form  
assists the other team volunteers  
plan the team party and coaches appreciation
- Banner Maker:----make the team banner or order if being purchased  
the cost is shared by the team  
include: the players, coaches, team name, division,  
AYSO Region 14 West Torrance Memorial  
*Note: Banner contests-only handmade banners may enter*
- Kicker Pick-up:---one person must be assigned to pick up the kicker  
newsletter every other week. It is helpful to put the  
names of the players on the top to assure every  
family receives the important information.
- Snack Coordination: the coordinator is responsible to make a snack  
schedule after talking with the coach. Suggested:  
oranges or water at halftime-(remember the refs)  
and a snack and drink after the game. Older  
divisions are usually held responsible for their own  
water. *Note: Bring ice for any potential injuries.*

Field Set up and Take Down: 3-4 people should assist with the field set up and take down if you are the first or last game of the day. Set up includes: marking the fields, setting up the goals, setting the flags and trash cans. At the end of each game the trash should be taken home. At the end of the day- everything is returned to the bins. Some of the fields leave the bigger goals set up and moved to fence.

Telephone coordinator: this position can assist with calls regarding Practices and any changes in the game schedule.

Picture Coordinator: one person is needed to coordinate picture day. The information on ordering extra photos should be distributed and explained. The envelope is to have all extra orders recorded. When the pictures are ready-they need to be distributed.

Sweatshirts:-----Teams have the option to order team sweatshirts. The coordinator should design the sweatshirt, collect orders and sizes-place, pick up and distribute the sweatshirts. In the younger divisions-numbers may be used in place of names for safety reasons.

Referees:-----We continually need to recruit new referees for our program. Referees are provided with their training and uniforms.