



**Gainesville/Haymarket Youth
Football League**
www.grizzlyfootball.org

Team Mom Playbook

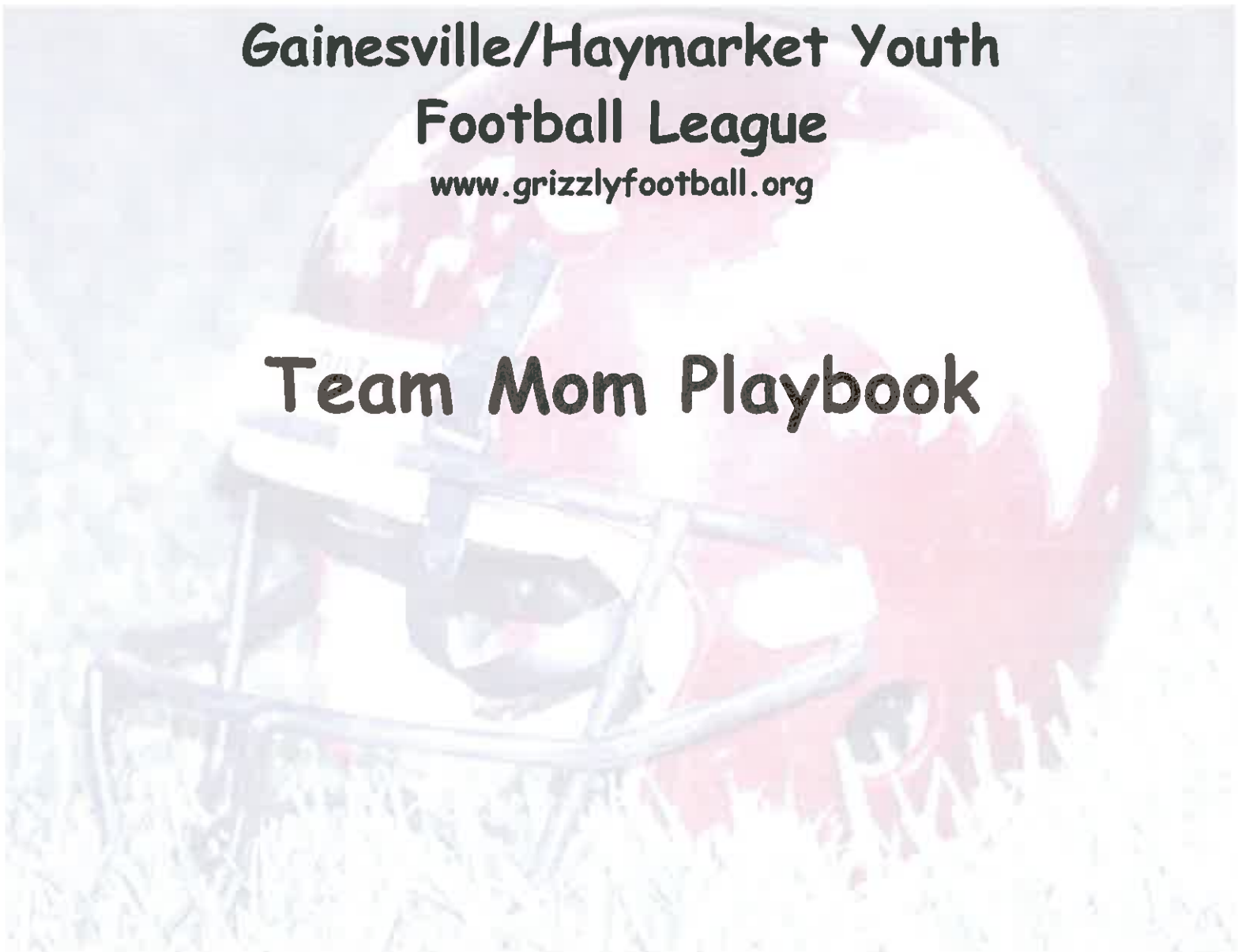




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Welcome to the Gainesville Haymarket Youth Football League and congratulations on being your team's Team Mom. We hope you find your role as Team Mom a rewarding experience of a lifetime.

The following playbook was developed by other Team Moms who have learned many tips and pointers along the way. We suggest you review this playbook in it's entirety before the season starts or shortly there after. If you have any questions help is never far away, just reach out to the Team Mom coordinator at any time.

Have a great season!!

1. What does a Team Mom do?

The team mom serves as the team's coordinator. You'll be involved with setting up your team's roster, fundraising, ensuring everyone knows where to be for games and other events, etc.

2. Recruit Help

There should be two Team Moms: one for the Tackle Team and one for the Cheer Squad. Not all teams will have a cheer squad but every Tackle Team will need a Team Mom! The Cheer Team Mom should work with the Tackle Team Mom to schedule volunteers for games. Keep in mind that cheer families are required to volunteer for all duties including chains.

Team Mom's work closely with their Head Coach and you'll want to keep him updated at all times. He'll also have frequent information and requests for you. However, the basic premise of your role is to do administrative and organizing functions for the team, which allows the coach to stick to duties. Generally, the Team Mom has the following responsibilities (which can also be delegated to other team parents)

3. Equipment

Players and parents will be notified in July the dates and times for football equipment pick up. However, once practice season begins, you may need to let your players know when they can exchange or pick-up additional items.

The Cheer Team Mom assists the Cheer Coach with picking up the Cheer uniforms, and will collect them at the end of the season.

Team Moms also assist the coaches by collecting all equipment at the end of the season and ensure everything that belongs to the GHYFL organization has been returned.

Remind parents their credit card will be charged for any equipment not returned to the league at the end of the season.



4. FCYFL League Weigh-In Certification

The FCYFL has designated dates for their official weigh-in (see League Calendar). **Teams weigh in as a group at specific assigned times and only the coach may accompany players to the weigh-in. Parents and Team Moms are NOT allowed inside the facility.** In fact, because of limited parking and almost 6,000 players weighing in during the day, teams car pool as a group to the school.

Team Moms do the following administrative tasks to prepare for the weight certification:

- Ensure each player's DMV ID Card is accounted for and current.
- Help prepare weigh-in slips for all players
- Collect parent and player signatures on all completed weigh-in slips

Our weigh-in may be earlier than what is listed on the FCYFL website – we are the largest member league, and take a lot of time to weigh-in. The Grizzly website and the Team Mom Coordinator will keep you informed.

5. Keep the team informed

A key responsibility is to ensure that parents and players are kept informed. Occasionally, practice schedules/locations may change, practice or games may be cancelled, postponed or locations changed because of inclement weather, or other important information must be communicated in a timely manner. The Team Mom should set up contact information for each parent and prepare an e-mail distribution list for such communications.

- A master Team Roster should be created during the first week of practices – see Grizzly website for an electronic copy of a Team Roster for you to use. Each family should get an electronic copy of this roster. The Roster should have all the contact information for all players, guardians, coaches, and the Team Mom. **Also send a copy via email to Vicki Benjamin at vickibenjamin@aol.com.**
- Sorry no pets or smoking on the fields. Inform your parents that pets and smoking are not permitted on any practice or game field. Please have them relay this to grandparents, friends and other family members that may attend any practice or game.
- Inform your parents parking is not permitted on curbs marked with signs that indicate no parking. Many people park along the yellow curbs and this has been a serious issue when medical vehicles have been called and cannot pass due to illegal parking. This violation also jeopardizes future permits for use of fields.



6. Rules for Turf Fields at Grizzly Sports Complex (GSC)

- **CLEAR LIQUIDS** are the only beverages allowed on the turf fields.
- No food of any kind is permitted on the fields – this includes gum.
- **All** tobacco and alcohol products are prohibited.
- Animals are prohibited.
- Metal spikes/cleats **and high-heeled shoes** are prohibited on the turf fields.
- Profane language, boisterous behavior, or other objectionable behavior is prohibited.
- Only authorized maintenance vehicles are allowed on the fields.
- Weapons, illegal drugs or drug paraphernalia is prohibited.
- Speed limit in the Complex is 5 mph!

7. Parking at Tyler

- Only cars with current parking passes, referee's or handicap stickers may park at the back lot close to the field. Parking volunteers are responsible for upholding this policy.

8. Assigning Volunteer Responsibilities

The game schedules will be posted on the FCYFL website the week before the first games. Use this schedule to create the Game Schedule for your team – see the Grizzly website for an electronic copy you can use. Volunteers are needed for every game – home games require more volunteers. Each game will require a family to bring halftime and post game snacks. Home games will require two parents for the snack bar, one for the den, and three to work the chains on the sidelines.

The snack bar/den volunteers will be working before their game, but will not be required to work during their child's game. Only volunteers during chains are required to work during the game. Pssst the "chain gang" has the best view of the players.

Some key points to remember:

- Half-time snacks for the tackle team are separate from the cheer squad. Football half-time snacks usually consist of navel oranges cut in to 4's or seedless grapes placed in a few large zip-lock bags to be passed around (please make sure volunteers clean the fruit). If oranges are used, it is recommended that the parent bringing half-time snacks also bring baby wipes for the players to use for their hands and a trash bag for orange peels. Football and cheer can do post-game snack and drinks together or separate.



Snack Bar & Grizzly Den

- Volunteers must be at least 16 years old or older. Snack bar and den duty is 1 ½ hours BEFORE the start of your child's game. You will be working the game prior to your game. PLEASE arrive on time!! The people working before you want to be able to leave and see the start of their own child's game. Anyone under 14 is not permitted inside the snack bar.
- Those working the snack bar and den need to familiarize themselves prior to their scheduled day. Please contact Vicki Benjamin to make arrangements for an orientation.
- Each referee is permitted to have 1 hot dog OR hamburger, and one bottle of water per day. They must have a ticket (with the correct date on it) in order to receive the items. Tickets will be given to refs by the Complex Supervisor.
- Please provide a copy of the instructions to your volunteer parents who are working the snack bar. The instructions on how to operate the equipment will be posted in the Den. Additional supplies will be in the POD.. ie - drinks, toilet paper, paper towels, etc.
- There has been a lot of time and effort spent on organizing and getting the snack bar and den ready for the season. Please tell your volunteer's to keep things neat and in the correct bins with the correct sizes.
- Volunteers needed for each home game at GSC - Field #1:
 - 2 for parking
 - 3 for chains
- Volunteers needed for each home game at GSC -Surface Stadium Field #2:
 - 2 for Den
 - 3 for chains
- Copies of the snack bar and Grizzly Den schedule need to be e-mailed every Thursday by 4pm to Vicki Benjamin. We will use that to create a weekly master schedule to post at the snack bar and den.

9. Grizzly Day

Grizzly Day is the biggest fundraiser of the season, it will take a lot of time in the beginning of the season - and it will be completely worth all the hard work! The Team Mom will be responsible for distributing information on the Grizzly Day fundraising efforts, reminding the parents of due dates, and turning in all funds collected by the team.

Team Mom is also responsible for organizing her team on the day of the event - more information will be distributed so each Team Mom has all the details she will need. The biggest part of Grizzly Day for the Team Mom is the Parade of Teams. There will not be a lot of time to coordinate a float, so get together with the parents as soon as possible so you can arrange something fun for the kids.



We strongly recommend that you assign Grizzly Day coordination for your team to another parent. The beginning of the season is very hectic, and having another parent help out with Grizzly Day will ensure that your team has a fun and exciting day.

10. Once the season Starts

Games will generally be on Friday night or Saturday – there may be some games on Sunday or even Wednesday – especially during playoffs. Each week, usually on Thursday, the Team Mom should send a reminder email about the upcoming game to the entire team. This email will include the location and time of the game, when the head coach would like the players to get there for warm-ups, list of the volunteers for the game, and directions to the field if it is an away game.

Here's a sample email:

Hi Everyone, here are the details for our game this weekend. If you have any questions let me know.

<i>Game Day:</i>	<i>Sat, 9/16</i>
<i>Where:</i>	<i>Tyler Elementary (include directions)</i>
<i>Vs:</i>	<i>Chantilly Vikings</i>
<i>Warm Ups:</i>	<i>9:45a</i>
<i>Game Time:</i>	<i>10:50a</i>
<i>Half-Time Snacks:</i>	<i>Jones Family</i>
<i>End of Game Snacks:</i>	<i>Smith Family</i>
<i>Snack Bar:</i>	<i>Thomas and Rogers Families</i>
<i>Den Duty:</i>	<i>Cooper Family</i>
<i>Chains:</i>	<i>Washington, Lincoln, and Roosevelt</i>

11. Names on Jerseys

Jerseys will be available before Grizzly Day. The Head Coach will get the jerseys from the league and assign the jerseys to the players. He will provide you with a list of the jersey number assignments – put that information on your roster. You will need this information when you turn your jerseys over to the embroidery shop to have the players name put on them!

In the past the cost has been \$5 per jersey – check with the embroidery shop before you collect the funds from each parent.

Here are some places the Grizzlies have used for name screening:
Slopers StitchHouse – 703.368.7197



Hard Hits – 703.365.7706

Let these companies know that you are a member of the Grizzly Nation... you will get great pricing and speedy service!

12. Team Mom Time Management

There are more responsibilities at the start of the season, and again at the end. Team Mom handles a variety of activities that a team needs (other than coaching) or delegates to other team parents. How much time it takes to be a Team Mom correlates to how much you do yourself and how much you delegate. Delegating is a good thing and the team (to include the parents) feels more like a “family” when more people are involved!!

Traditionally each tackle team has one Team Mom, and the Cheer Squad has one – it is very difficult for the Tackle Team Mom to handle the Cheer Squad as well as the Tackle team. It is recommended that each “team” – tackle and cheer have their own Team Mom!

13. General Information

- www.grizzlyfootball.org ~ player and cheer information, weather updates, field directions, field closures, roster, schedules and much more!
- www.fcyfl.org ~ game schedules, field directions, league rules and regulations, weather updates.
- Park Authority phone number ~ (703) 792-3284 for field closures and weather advisories.

The Gainesville Haymarket Youth Football League (GHYFL) is run solely by volunteers and sponsorships. We appreciate all the support and effort you, the coaches, players, cheerleaders, parents and local businesses give in making this league possible.

Board Contact – Team Mom Coordinator, Den/Snack Bar

Vicki Benjamin (703) 898-2080 vickibenjamin@aol.com



14. The Fun Stuff!

a. Tail-Gating & Team Bonding

This is a great way for the families of the players to get to know each other. The best way would be for the team to stick around the practice field after practice. The Grizzly Card has great discounts for local restaurants – please remember to use those companies that support our league! Each family brings something to share... the kids can play and not be so focused on football, and the parents can socialize. Please be mindful that practices are held at schools, and **alcohol is prohibited on school grounds.**

Tail-Gating is prohibited at Tyler and GSC.

b. Shirts/Jerseys & Grizzly Gear for the parents and kids...

At each and every game all the parents, grandparents, aunts, uncles, and siblings of players should be wearing their Grizzly Pride! Custom jerseys and/or shirts for family members to wear on the sidelines will show the opposing team that the spectators are part of the team too! We are the 12th Man! The players get a kick out of it too!

Each player's mom can have a pin with her players name and number on it for her to wear at every game. This is something that the team mom would purchase and give to the moms. There are several ways to do them – be creative!

c. End of Season Party / Coaches Gifts

The best way to end the season is to have a Party!!! You should start planning it a few weeks before the end of the season – waiting of course for your team to win the Championship ☺ Talk with the coach about what he has in mind. Lots of teams have theirs at restaurants – Giuseppe's in Haymarket has a banquet room upstairs for example. Check out the Grizzly website for a list of restaurants that support the Grizzlies – this is a great way to keep them supporting us – by supporting them!

Each Coach should get a gift from the team, with the Head Coach getting a gift that is just a bit more than the assistant coaches. Some ideas for coaches gifts:

- Travel Cooler



- Umbrella
- Tent
- Outdoor Chairs
- Engraved Whistle
- Jacket
- Knit Hats
- Team Book – made using mypublisher.com or any other on-line software

Generally speaking all of the above items should be screened or embroidered with the Grizzly Bear Head and the Coach's name. Just about anything can be screened or embroidered – just check with the shirt-shop (listed under Names on Jerseys) to make sure they will be able to do what you need done. For example – travel coolers can be purchased from Walmart and taken to the shirt shop for embroidery.

That's it. Now you're ready for a great season. Good luck and remember: recruit help, over communicate, plan ahead, and have a great time!

