



RESTON YOUTH ASSOCIATION



2013

Team

Coordinator

Handbook

Contents

Team Coordinator Guidelines 2

What Does a Team Coordinator do? 2

Parent Volunteers..... 2

Communication is Key..... 2

Assign Volunteer Responsibilities 3

 Seahawk Snack Bar 3

 Chain Gang..... 3

 Field Setup and Takedown 3

 Other Volunteer Roles 3

Rules for Turf Fields at Lake Fairfax Park..... 4

Once the Season Starts 4

Seahawk Snack Bar 5

Team Coordinator Time Management..... 5

The Fun Stuff! 5

 Seahawks Team Store 5

 End of Season Party / Coaches Gifts 5

Important Dates 6

General Information..... 7



Team Coordinator Guidelines

Congratulations on volunteering to be the Team Coordinator for your child's team this season! The following handbook will contain many tips and pointers from previous Coordinators collected along the way. We suggest you review this handbook in its entirety before the season starts. If you have any questions help is never far away, just reach out to the Team Coordinator Manager at any time.

Have a great season!!

What Does a Team Coordinator do?

The Team Coordinator will support the Head Coach as he runs the team for the season. Some coaches will assign more or less responsibilities based on their needs or style. You may be involved with setting up your team's roster, fundraising, being the email voice of the coaching staff from time to time, and ensuring everyone knows where to be for games and other events, etc.

Team Coordinators work closely with the Head Coach and you'll want to be in communication with him at all times. He may 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 football duties.

Parent Volunteers

Parent Volunteers are essential to the success of RYA. As you can imagine, there is much work to put together the Tackle football seasons each year. Parents are encouraged to help in multiple areas. Some areas of need are coaching and assistant coaching, team organization, concessions, field setup, community service and fundraising.

Communication is Key

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 Coordinator 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 once teams are formed – a sample will be provided 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 Coordinator.

Inform your parents that pets and smoking are not permitted on any practice or game field. This is especially true for turf fields. Please have them relay this to grandparents, friends and other family members that may attend any practice or game.



Assign Volunteer Responsibilities

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 Seahawk Concessions and three to work the chains (Chain Gang) on the sidelines. You should begin to identify these roles as soon as the game schedule is made available; especially for the roles needed during home games.

Some key points to remember:

Football half-time snacks usually consist of oranges cut in to 4's or seedless grapes placed in a few large zip-lock bags to be passed around. If oranges are used, it is recommended that the parent also bring wipes for the players to use for their hands and a trash bag for orange peels.

Seahawk Concessions

The Seahawk Snack Bar volunteers will be working before their **HOME** game, and will not be required to work during their child's game. They will help distribute food and drinks and collect money during their shift. Since players are generally required to be at the field at least one hour prior to kick-off, it should not be an issue getting volunteers. Additional details regarding snack bar volunteers are covered later in this document.

Chain Gang

The "Chain Gang" is required to work during the **HOME** game and they have the best view of the players!! The Chain Gang will work with the referee crew to show the down and yardage for each play. The Head Referee will describe these duties to the Chain Gang prior to kickoff.

Field Setup and Takedown

This task is usually required of the youngest and oldest teams since they start and end the day on our **HOME** field. For this task many hands will make for light work. It is best to have 7- 9 people help; it cannot be accomplished by 1-2 people. Here is a breakdown of the tasks:

- Place yardage markers on the field
- Place end zone cones and field goal cushions on soccer goal posts
- Place and string spectator barriers on the field
- Clean up trash from the area (including visitor sideline) at the conclusion of games

A trailer will be driven to the field on game day containing all the equipment mentioned above.

Other Volunteer Roles

Other opportunities for parents to volunteer include but are not limited to: game photos, game video, event planning, tail gaiting, etc.



Rules for Turf Fields at Lake Fairfax / Langston Hughes / South Lakes Stadium

- **CLEAR LIQUIDS** are the only beverages allowed on the turf fields.
- No food is permitted on the fields.
- No gum is permitted on the fields.
- **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

For games at the South Lakes Stadium, fans must stay behind the chain link fence and must not cross the track to get access to the field. If you have a team photographer, we will grant 1 person access to the field.

Once the Season Starts

Games will generally be on Saturday – there may be some games on Sunday or even Wednesday – especially during playoffs. Each week, usually on Thursday, the Team Coordinator 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.

Game Day: Sat, 9/16

Where: Lake Fairfax 1 vs: Chantilly Vikings

*Warm Ups: **9:45a***

*Game Time: **11:00a***

Half-Time Snacks: Jones Family

End of Game Snacks: Smith Family

Snack Bar: Rogers Families

Field Setup: Jackson, Kennedy, Ford, Burr and Lee Families

Chains: Washington, Lincoln, and Roosevelt



Seahawk Concessions

Volunteers must be at least 14 years old or older. Seahawk Snack Bar duty is **1 hour and 15 minutes 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.

Referees are allowed to have food and drinks free of charge.

Copies of the Snack Bar schedule need to be e-mailed every Thursday by 4pm to the Snack bar Coordinator. We will use that to create a weekly master schedule to post on our site.

Team Coordinator Time Management

There are more responsibilities at the start of the season, and again at the end. Team Coordinator 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 Coordinator 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!!

The Fun Stuff!

Seahawks Team Store

At each and every game all the parents, grandparents, aunts, uncles, and siblings of players should be wearing their Seahawks Pride!

RYA is proud to offer our fans Reston Seahawk gear for the 2013 season! The Seahawk Team Store features warm and cold weather gear for the whole family. This is a great way to support your child's team and create a wall of Blue and Green on the sideline!

<http://gtmteamstore.com/rya>

Order now and get your gear before the first game of the season!

Other Spirit items parent can make are buttons, Roster Cards with each player's name and number and noise makers.

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.

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 coach's gifts:



- Jacket (from teamstore)
- Hats
- Team Book – made using mypublisher.com, snapsish.com or any other on-line software

Good luck and remember: recruit help, over communicate, plan ahead, and have a great time! Thank You!

Important Dates

July 21 – Equipment Issue for AB-90lb

July 28 – Equipment Issue for 100lb-155lb

August 4 – Coaches Season Kickoff Meeting

August 5 – Practice begins / Parent Meeting

August 10 – First Weigh-in FCHS (No Cost)

August 17 – Second weigh-in FCHS (cost \$10)

August 17 – FCYFL Conference Declarations Meeting

August 24 – Third weigh-in FCHS (cost \$20)

September 3 – Last Day for coaches to be rostered and approved by FCYFL

September 7 – Baron Cameron Bowl

September 8 – Fourth weigh-in Fairfax Co. Govt. Center (cost \$50)

September 13 – Season begins

October 27 – Playoff Meeting – 5pm

November 9 - FCYFL Championships

December 1 – Equipment Return Date

The Reston Youth Association (RYA) 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 Coordinator Manager - Michael Napolitano (703) 675-1088
marketing@restonseahawks.org



General Information

www.restonseahawks.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.



– Like **Reston Youth Association** on Facebook to get updates on game results, pictures and general updates



- follow **restonseahawks** on Twitter to get updates on game results, pictures and general updates

We are happy to have you and your family participating in the RYA Football Program in 2012. We hope you enjoy the Football season!

Sincerely,

The Reston Youth Association Board of Directors

