



Hartland Area Youth Football Team Coordinators Handbook

Thank you for volunteering your time to take on the very important role of Team Coordinator. You will find this role to be very rewarding, and lots of fun! Any coach will tell you it's a very important job. You're the first line of communication with the parents, and a huge help to your coaches!

You will set the tone for the season. Get to know your parents; it will only help you in the long run. Football is more than a sport – it's a family – so treat your parents as family and your job will be much easier!

Here are a few things you'll need to know, whether you are new to this role, or returning for more fun – this will be a helpful tool. Not all of this is mandatory... but some are things the Team Coordinators in years past have found that have worked for them. There are also some things the league will need you to do. Consider this your Handbook, to guide you throughout the year.

When parents have questions... they're coming straight to you! Take the time to read this through. I know it seems like a lot but this gives you some insight as to what you'll be involved with over the next 3 months.

Know that you will find lots of info on our Hayaasports.com website. Team Info, schedules and even directions. The download page will have all the Coordinator forms you need as well. If you can't find what you are looking for, contact your Color Coordinator (they are there to help you!), the football Secretary or the Football webmaster.

If you have any ideas on ways to improve to help the teams, coaches and Hayaa Football families please pass them along. We're always looking for ways to make it a more memorable season for everyone involved.

Team Coordinators need to know the...

Color Coordinators

Color Coordinators will help guide and keep teams connected to everything that is going on in Hayaa Football. Color Coordinators are also field Coordinators on Game Day, which includes going in very early or staying very late to open or close the Hayaa Football Stadium with the help of the Team Coordinators when requested. Color Coordinators will help you get started and assist the Hayaa Football Secretary collect forms and other info from each team.

Your 2010 Color Coordinators are:

Blue Color Coordinator is Kelly Bokuniewicz paulbuck98@yahoo.com

Gold Color Coordinator is Jill Rivet rivetfam@comcast.net

White Color Coordinator is Colleen Evans evanshappytrails@comcast.net

Black Color Coordinator is Cyndi Kenrick ckenrick4@yahoo.com

You will no doubt get to know the other coordinators in your Color as well as the coordinators on the other teams, so enjoy the new friendships you will forge. This is the wonderful bonus of being a Team Coordinator.

Secretary

Michelle Thornton is the Operating Secretary. She is your direct contact to the HAYAA Football Board. You can contact her at Hayaafootball@yahoo.com Although you more than likely will turn in all paper work, schedules, etc. to your Color Coordinator, she coordinates all the behind the scenes Paperwork, Pictures and Eagle Duty. Most info that comes from your Color Coordinator will come right from Michelle.

Treasurer

Kathy Rindle is the HAYAA Football Treasurer. Any questions about refunds, etc. go to her. finelydonellc@aol.com

Equipment Manager

Janet Slavin is the Equipment Manager. Anything related to equipment, she is your contact. If your team has ANY equipment issues, other than Helmet inflation, they should contact YOU directly and you can communicate with Janet to get the problem solved. If Game jersey's have issues, again team members turn them in to you and you deliver them to the equipment manager within the allotted time frame. Helmet inflation/deflation is done by the COACH ONLY, they have the proper tools. Janetslavin@yahoo.com

Webmaster

Danna Castillo is our Hayaa Football Webmaster. Although you don't need to know who she is you will need her email address Dannacastillo@aol.com . The website is updated regularly and sometimes even daily. This is the best source of Hayaa Football information for our families.

You will need to send info to update your Team Page at the beginning of each season. The webmaster will communicate to you usually via Color Coordinators. Danna is also the person that creates the Hayaa Football Newsletters. If you have idea's on items to include in the newsletters or on the website, feel free to drop her a line.

Hayaa Football Board Meetings

Board Meetings are held the first Monday of the month at the HESSC (Old HS) at 7pm. During football season, the meeting times are later so coaches and commissioners don't have to cut practice too short. Although it is not required, you will be on top of things with Hayaa Football information for the season if you come to the Hayaa Board meetings. It is especially helpful during the football season.

Things you are responsible for...

All Forms

Please communicate and encourage all families to turn in COPIES of all forms. Due to the privacy laws in place now, Hayaa is not able to return or forward ANY forms to parents or to another Hartland Sport. Every year Hayaa Football has angry parents that want their physicals, report cards etc. returned and we absolutely, positively cannot do so.

Report Cards/Birth Certificates

If forms are still not turned in when practices start, you will need to collect & turn in a **copy** of each player's report card the first week of practice. For homeschoolers, a copy of their birth certificate will be fine. You will be given a list of Report Cards that are still needed prior to the first practice, from the Secretary. Please encourage your Families to turn in COPIES. You should receive a list from either the Hayaa Football secretary or your head coach.

Physical Forms

Every player must turn in a completed physical form signed by a doctor on the first day of practice. No player may practice until they've turned in this form to you. It is your responsibility help the coach by letting them know prior to the first practice who still needs one and which players must WATCH from the sidelines until a current year physical is turned in. You should receive a list from either the Hayaa Football secretary or your head coach.

Team Roster

The Secretary or Head Coach will provide you with a roster of players including address, phone and email information. Be sure to get cell phone numbers and email addresses for **all** parents. Sometimes you'll need to make last minute phone calls/emails for changes in schedules or game locations & times. Also, if parents leave their child at practice, you need to have a way to reach them in case of emergency or threatening weather.

HOT TIP: Picture Day is the best day to get all players jersey numbers since everyone is usually there. Have your roster form available to jot #'s down!

HOT TIP: A Bookmark type roster can be made to pass out to families with players #, name/nickname and parents name. This is a wonderful tool to help parents get better acquainted with each other! Template provided.

Game Schedule

The schedule will be finalized between the 2nd-3rd weeks of practice by the LCAJFL. A link will be posted on the Hayaasports.com site. It should also be sent to you and your coach as soon it is final by someone from the Hayaa Football Board. (Volunteer Coordinator or Hayaa Secretary)

You will be responsible to get this information out to your parents. Please check with your coach on what time they would like players to arrive on game day, etc. Directions to the field are also available on both the www.Hayaasports.com and www.lcajfl.com

Team Communication

Weekly emails, Team & Hayaa Newsletters and info from Coaches. Some coaches will forward info they want relayed to the team to you, others will do it themselves. Either way, you may be asked to send weekly and sometimes daily emails to your team. Team Newsletters are a great way to keep the team informed, more on this later.

Game Jersey Hand-Out/Equipment Turn-In

- Game Jersey's should arrive by Picture Day.
HOT TIP: Remind parents to air dry both game & practice jersey's
HOT TIP: If problems arise, parents should turn in their jersey/equipment to you to turn in to Equipment manager (unless it is a FIT issue). This will make it easier to remember which team it belonged to.
- Plan to be available on Equipment Turn In day to help your coaching staff collect your teams equipment.
HOT TIP: It is your responsibility to retrieve equipment from those that may have quit earlier in the season. If a player quits at any time, DO NOT WAIT to start trying to get their equipment. Begin communication immediately.
HOT TIP: If a player cannot be available on Turn-In day, please make arrangements for them to get the equipment to YOU before turn-in day.

Things you might be asked to keep track of... *(Check with your Coach)*

Daily Attendance

- Attendance should be taken at every practice & game. Create a spreadsheet to check off attendance everyday (sample template available) Ask your coach if he wants you, or an Assistant Coach to take attendance.
- Attendance matters the first couple weeks of practice, because the players need to have 5 days of conditioning before putting on pads and 2 days of no contact with pads before hitting.

Weekly Newsletter

A lot of information will need to be relayed to the parents...BY YOU! You can't rely on talking to everyone... especially if you have over 30 kids on a team. The easiest way to make sure the information gets to the parents is to put it in a team newsletter. It doesn't have to be fancy, but just needs to serve the purpose. It's easiest to distribute it via email when you receive the newsletter from your Color Coordinator. You can add your own team news to the Hayaa News since they usually try to send both a PDF version and a Word version.

A Hayaa Newsletter will be updated on the website for you and your parents. Expect Hayaa Football Newsletters weekly for at least the first 4 weeks, after that it will be on an as needed basis. You can either send an email to prompt your parents to go read it themselves, or copy and paste it to your own newsletter and send that out. The weekly newsletter has information about upcoming schedules, events, Eagle Duty and other league information.

Your TEAM newsletter/emails should have the following information:

- Practice schedule for the upcoming week (school events sometime interfere with practices, parking issues on Back to school nights, Varsity Teams rotate fields)
- Game details for the weekend
- Snack schedule (if applicable) for the upcoming week
- Reminders for Eagle Duties
- Any information from the Coach that he would like to give the parents
- Directions to game if needed
- Anything Hayaa related (*copy & paste new information from the website!*)

HOT TIP: An informed team is a HAPPY Team

HOT TIP: Keep in mind, it is easier for most busy families to have everything in one document rather than juggling several different emails for the week.

Snack List

Check with your Coach to see if this will be a team task and if so you will need to create a sign-up sheet for your parents to bring snack. It is up to the coach if they want to do weekly snacks, Half Time snacks, after Game Snacks or even Popsicle/pizza Fridays, after practice. A snack of grapes or other fruit are the best half time snacks. This is a COACHES decision.

HOT TIP: This is more important for younger teams and typically by the time they get to Varsity, Coaches do away with it.

Medical Needs

Find out the first day of practice if any of your kids require any special medical needs such as inhalers or epi-pens for allergies. It is recommended to have the parents keep an extra inhaler or epi-pen in the coach's team bag that is always on the field.

-Make the coach aware of any medical issues.

Team Websites

Although the Hayaa Football site does have a team page for every Hayaa Football Team, this is for team information purposes only. If your coach would like to communicate via website or via email, or both, this would be your responsibility. Team sites are independent. There are several FREE sites that offer team pages you can create and edit yourself. www.eTeamz.com or www.leaguelineup.com just to get you started. Danna would be happy to help you get started.

Other Helpful Info:

HAYAA Football Website- www.hayaasports.com -

At Hayaasports.com on the Eagles Nest Page there is a "TEAM COORDINATOR" section that will include: Sample documents of some of the rosters, attendance sheets and other spreadsheets we've mentioned in this handbook. NOT MANDATORY. You're free to use these, or create your own.

You will find contact info for All Commissioners, other Board Members and Color Coordinators at the Board Page. Questions? Comments? Concerns? Email the Football ?secretary/board at hayaafotball@yahoo.com

Hayaa Football in Action Photo Page <http://hayaafootball.shutterfly.com>

This is new this season...make sure parents are aware we now have a place to post photo's of your team. Instructions on how and what is acceptable to post is listed on each level page. This is going to be a great place to visit often!

On Game Day:

Ask your Coach what he would like you to handle on Game Day other than the Eagle Duty Volunteers. Some Coaches will do the Paperwork themselves and others will have you take care of the following:

Game Day Roster (sample template available on the team coordinator tab) This goes to the opposing coach before the game.

Announcer Roster (sample template available on the team coordinator tab) This goes to the announcer booth. By providing phonetically spelled names, it gives the announcers a little help with those tricky names.

Copies of Birth Certificates and Report Cards. You will receive copies of these back from the Secretary before the first game. Keep them in a safe place, bring them to ***every game***, and return them to the Secretary at the end of the season.

Home Games. Depending on the level you are and the time you play you will be expected to help Open or Close the Little Big House. Your Color Coordinator will contact you. Know that Freshman always play first (Open Stadium) and Varsity always plays last (Clean up/Shut Down Stadium).

Eagle Duty-For Home Games you will monitor your Eagle Duty Volunteers & assist the Color Coordinator. In the event you have a no show, have the announcer call them to their post. If they don't show, you will have to find a replacement ASAP and report them to the Football secretary and their deposit check will be cashed. You can inform the family first that you must report them and maybe a trade of some sort can be worked out if it was a true accident or circumstances beyond their control. Bottom line, we don't want to be overly strict but we strongly discourage not enforcing this policy across the board from the beginning since hard feelings among families easily break down parental team unity for the entire program.

HOT TIP: Parents will be asked to continue volunteering through their players High School years as well, get them trained right the first time around to happily step up!

HOT TIP: Make sure you send a reminder email or add it in your newsletter "who" is on duty for the weekend; this will decrease your NO SHOWS tremendously.

Game Field Duties- You will need to find 3 volunteers for the Chain Gang, 1-2 Spotters and 1 Announcer for every Home game. This is over and above Eagle Duty assignments.

- It is recommended that you find an announcer that will be willing and able to do it for every Home game.
- Start a sign-up sheet after you have your Eagle Duty schedule set for Chain Gang & Spotters.

Team Photographer Please keep in mind parents are not allowed on the Game Field. The one exception is a Team Photographer. With that being said, only 1 team photographer from your team is allowed. If you have more than 1 parent interested you may want to create a rotating schedule. Team photographers are allowed on and around the fields and on both sides. Please ask them to be respectful of the teams and do not speak to players or coaches on either side.

HOT TIP: Make sure your Team Photographer is aware of which players DO NOT want to be posted on the website.

Other Things You Should Know...

Eagle Duty Program

The Eagle Duty Schedule will be coordinated by the Secretary. Each parent will be responsible to work during the Home Games where they are scheduled.

Once the schedule is released, forms will be available to help with the scheduling of your parents. You have two options. Print out the form “Game Volunteer Preference”, Take this to your parents and ask them to fill in their preference of when they would like to work. Let them know, that the more time slots they are willing to work outside of game time, the more of a chance they will have to not have to work during their son’s game. Keep in mind that even if you are Freshman or Varsity, you might have another color game before or after your game. In that case, you will still have the opportunity for your parents to “trade” their time and work during the other color’s game and have the other color team stay and work during your game. Or assign families a position and make changes as needed within the first week of Eagle Duty planning.

There will be a Team Coordinator “Scheduling Meeting” to help facilitate filling in the schedule. Football isn’t just a sport – it is family. There isn’t any reason for us to not to chip in and help out not only the teams within our colors, but also the other teams playing on game day.

Remind families this is an all-volunteer league.... We all need to pitch in if the league is to continue to be successful. HAYAA Football provides top of the line equipment to all players, we maintain our own game field and grounds, pay the referees and EMT on game days, and provide equipment to all coaches for practices. Our registration fee is very reasonable and possibly the lowest in the league even with customized jerseys, and volunteering allows us to have all that we have.

Eagle Duty positions are: Gate, Merchandise & Concession. Additional Home game positions that MUST BE FILLED that are over and above Eagle Duty are Announcer, Spotter & Chain Gang.

HOT TIP: Make Eagle Duty sound fun! It certainly can be if YOU have the right attitude.

HOT TIP: Many families will have players on other teams (siblings) and/or Cheerleaders. They are required to fulfill time for each player but if your roster allows, try to cut them a little slack as long as they are putting in time for the other team. Also let parents of Cheerleaders know it is their responsibility to make sure they are not scheduled for the same time for both football and cheer unless they have 1 person for each job.

HOT TIP: Most Teams schedule Board Members, Coaches families, a full-time Announcer & the full-time Team Photographer less volunteer time (*if at all*) since they already give so much of their time. If your

roster is large enough and doesn't burden families too much, great! Otherwise, please schedule them accordingly. If you are unsure, please contact your Color Coordinator or the Football Secretary.

HOT TIP: Make sure families are not signed up for the Chain Gang and the Concession Stand (or other Eagle Duty position) if they cannot fill both spots.

Game Jerseys

Jerseys will arrive before pictures.

Jerseys will be distributed in a box to the Team Coordinators. If you get any wrong spellings, numbers, sizes, letters lifting, etc. contact the Equipment Manager. NEVER send a parent to find the Equipment manager on their own. Make an announcement that any jersey with problems needs to be turned in to YOU but a certain date (usually before the scrimmage to get back by game day). This allows all your teams jersey's to stay together and makes it less of a headache for the Equipment manager. If a parent has problems with letters after the set date, the equipment manager will have given you instructions on what to tell them.

HOT TIP: Remind parents to let BOTH jerseys' air dry. Heat from the dryer makes the letters lift.

Equipment

- DO NOT wash the white pads! They are not made to be washed, they must ALWAYS be removed from the girdle before it is washed, NO EXCEPTIONS!
- Lay the game jersey flat to dry... the lettering will last longer.
- White Practice Pants and Blue Game Day pants. Wear Game Day pants to practice. This helps them last longer in our program.
- Only Coaches are trained on how to properly fit the helmets. Special Needles are needed or the bladders will be punctured. Helmets cost \$90+ each to **repair/recondition** each season.

HOT TIP: It is a great idea to include this info in your newsletter, especially for new parents at every level.

HOT TIP: Many parents wash practice clothes weekly, not daily. To some this is gross, to others it is RELIEF! It doesn't hurt to give parents this tip.

Scrimmage

- Usually third weekend in August. Location/Date TBD
- Prepare your parents for a long day; there are 2 or 3 scrimmage sessions that day.
- Bring chairs, not every community has bleachers. Sometimes concessions are available but not always.
- Hayaa Teams will scrimmage with other Hayaa Teams, sometimes on a weekly basis at their regular practices.

Board Member Elections

Held in October. Help us look for families you think would be assets to our program and speak to them about being more involved. Information about elections will and what positions are open for the following season will come to you in late September.

End of the Year Party

Each team has their own end of the year party.

Parties can vary from an in house hosted by a team family, to a pool party at the High School. It is up to the coaches what they would like to do. HAYAA Football will allow for reimbursement toward the party. Your Color Coordinator will let you know how much that will be; usually it is between \$50-\$75 per team.

HOT TIP: Do not plan your team party BEFORE Equipment Hand-In.

HOT TIP: If you are not the coach's wife, you can collect money for a coaches gift from all the parents.

Trophies

- All players receive trophies at the end of the season.
- The Secretary will contact you for a list of players names and numbers.
- Trophies are ordered from your list, so double check spelling.
- Your trophies will not be released if your team has missing equipment

Chain of Complaint Contacts

If parents feel they need to take a problem any further after they have already talked to their Head Coach, direct them to their Color Commissioner, then to the Head Commissioner. **The Coach and Color Commissioner should always be the first contact.** You can direct these families to visit the web site and look on the Football Board page for Color Commissioner contact info.