



**TEAM MANAGER  
HANDBOOK**

**2025**

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## Team Manager Overview & Responsibilities

Your job as Team Manager (TM) is just as important to the success of the team as the head coach! You are the backbone of the team, coordinating logistics for practices and games, arranging fundraising efforts to meet goals, and maintaining the player books. You are also the liaison between the coaching staff and parents, funneling important information from the field to the sidelines and back again as things develop.

Below are many of the duties you will need to handle throughout the season. Much of this work happens before the season begins, so it is important that you get organized!

<p><b>February</b></p> <ul style="list-style-type: none"> <li>● Connect with past team members to let parents know about registration opening.</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>● Send in Volunteer Form.</li> <li>● Book car washes. These spots fill up fast!</li> </ul>
<p><b>May/June</b></p> <ul style="list-style-type: none"> <li>● Start recruiting players and staff. Confirm returning players and talk with other division coaches in your organization to share information about players who are moving up.</li> <li>● Remind parents to book physicals. It can take a couple of weeks to get an appointment.</li> <li>● Update your CPR certification.</li> </ul>	<p><b>July</b></p> <ul style="list-style-type: none"> <li>● Complete your CDC certification and collect all other staff certifications.</li> <li>● Remind parents to get report cards before schools close in mid-July.</li> <li>● Contact families within 3 days of receiving the team roster in mid-July.</li> <li>● Teams can begin fundraising with permission.</li> <li>● Attend Equipment Pickup Day.</li> <li>● Practice begins.</li> </ul>
<p><b>August</b></p> <ul style="list-style-type: none"> <li>● Practices are a max of 10 hours per week, no more than 2.5 hours per day.</li> <li>● Order staff badges.</li> <li>● Order nameplates and other team gear.</li> <li>● Finalize paperwork for book/player certification.</li> <li>● Start fundraising efforts.</li> <li>● Share game schedule with parents and begin making travel arrangements (if applicable).</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>● Practices drop to six hours per week when school starts.</li> <li>● Manage game days.</li> <li>● Coordinate Picture Day.</li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>● Begin planning team awards banquet.</li> <li>● Order player trophies and coaches' gifts 3 weeks before party.</li> </ul>	<p><b>Post-Season</b> (Late-October through December, depending on playoffs)</p> <ul style="list-style-type: none"> <li>● Return team and player equipment.</li> <li>● Host team awards banquet.</li> <li>● Zero out the team bank account. Turn in team books and receipts.</li> </ul>

## Building Your Team

Before the season begins, talk with your team's head coach about defining expectations for your role. It is easy to burn out when you take everything on by yourself. Since the TM position is time consuming, you need to immediately start recruiting help with organizing, fundraising, and season planning. How much time it takes to be a TM correlates to how much you do yourself and how much you delegate. Delegating shows leadership, and it bonds the team as a family when more people are involved. A co-Team Manager or Team Mom can take on

fundraising efforts, party planning, uniform coordination, or team communications. They can also step in when you can't make a practice or game. Just make sure you always pass on the team book and first aid kit.

Teams are allowed a maximum of 10 registered staff members. Each team is required to have 2 members of the staff hold current CPR certification. Along with the head coach and team manager, the staff roster can include any combination of assistant coaches, coach trainees, an assistant manager, team moms, and other necessary positions. One spot is typically reserved for a team photographer. Coach trainees must be 16 years old to receive a coaching badge and be added to the team roster.

Before being added to the official roster, all coaches and volunteers must successfully pass a background check. This must be done every year. Each volunteer must also complete their required training certification before stepping on the field. INYFC requires all TMs to complete the [CDC Heads-up To Youth Sports Training](#). If you have open staff spots, bring volunteer forms to Equipment Day and the first practices. Most people are afraid to commit to something all the way, so give reassurances that they will not be alone!

Each person is required to wear their official badge on the game field, so you need to submit headshots of each staff member to your Association Scholastics Commissioner by the date they set. Upload photos to the Google Drive provided. Label the photo file name with the person's full name and position (e.g., Pete Carroll, Head Coach). This is the information that the photography company will use to print the badges. Your Association orders and pays for the badges and will send an email to coordinate distribution when they arrive.

## Communicating with Parents

A key responsibility is to ensure that parents, players, and coaches are kept informed. TMs take the lead in communications, making sure everyone knows where to be for practices, games, and events. Another early task you need to handle is setting up an efficient method for team communications. Our TMs use a variety of tools, from email and text messages to Facebook groups and team management apps. It might take some time to find the right fit for you and the rest of the team, so don't be afraid to switch things up if a method isn't working.

You need a quick way to blast everyone with game reminders or smoky day notices. Since you want to avoid sending long text messages or posts, email is a good method for sharing many details at once with everyone. If a parent does not have access to your preferred technology, then you will need to keep them updated with phone calls, text messages, or by giving them printed copies at practice. A team website can also keep everyone connected to team information. Free resources, such as Shutterfly, Bonzi, Team Snap, and Facebook, allow you to create a **private** team site where you can add schedules for practices, games, and snacks as well as post pictures and videos of the games so that everyone can relive the exciting moments.

Head coaches receive team rosters at the mandatory INYFC coaches meeting in mid-July. The roster will include each parent's home phone, cell phone, and email address. Call the parent if the email address is not listed. This is a great chance to personally introduce yourself, answer questions, and get missing contact info. By the first week of practice, you need to have a confirmed list of all players' names as well as each parent/guardian's name and telephone number. Make sure you have information for both parents even if they live separately.



There must be two contact numbers for every player in your team book.

Save each parent as a contact in your cell phone in case you lose the roster. Always carry your cell phone, and make sure parents have your number by including it with every message that you send.

## Welcome Email

TMs are expected to connect with every registered player within 3 days of roster distribution. Once you have everyone's info, send out an introductory, "Hi, I'm the Team Manager," email. If the coach hasn't done so already, then let them know when to show up for team meetings and practices, how to sign up for team communication channels, and what equipment they need to provide.



In your initial email to parents, ask which school their child currently attends. If the school is located outside of your Associations' boundaries, then you need to turn in the official transfer paperwork to your Scholastics Commissioner. Without this release, the player will be removed from your team during book certification. If the child goes to school in the Cheney, Medical Lake or Lakeside school districts, then the transfer form is not required.



The beginning of the season is smoother when you have a team meeting before the first practice.

## Communicate with Coaching Staff

Setting up a chat group for the entire coaching staff allows everyone to give input on important decisions and stay in the loop. Since you are on the sidelines, you will field most of the questions and concerns from parents. It is important that you share these with the entire group to reach a resolution.

It is also very helpful to work with other divisional TMs within your organization to coordinate events and share duties (e.g., planning fundraisers, sharing shipping on awards). Remember, you are all part of the same organization, so communicate with each other about all events. It's alright if you do some things separately (e.g., team parties), but include each other when appropriate. It is especially important to be mindful that some families have multiple children playing at different divisions.

## Conflict Resolution

As the TM, it is important that you encourage your families to come to you or the head coach with concerns. In many cases, conflicts result from misinformation, so talking it out can clear things up. When the team is divided over an issue, it is best to take an open vote and go with the majority decision. Your Association Board is available to help resolve complex issues or handle Code of Conduct violations.

## **Team Certification**

A critical responsibility is getting your team certified for play before the first game. You have a tight timeframe for reminding families to complete NSID, organizing your team book, and printing player cards. The sooner you get this started, then the less stressed you will be at crunch time.

## Managing the Team Book



Never leave the book in your car. It contains sensitive personal information about the players and families. Contact the Scholastics Commissioner immediately if you lose the book.

The team book includes the following paperwork:

- **Title Page:** Must list your Association, Division, Team Name, Head Coach and Team Manager plus contact information.
- **Section 1:**

- USA Football Coaching Certificates (for all coaches) or CDC Heads Up Certificates (for all other staff)
- First Aid Cards (2 staff members)
- Field Usage Agreement (The Association President will email this to you at the beginning of the season.)
- [Medical Alert Form](#) (notate any alerts on the physical forms regarding medications, allergies, or other important health information)
  - Each TM should review all physicals uploaded to NSID and check with parents/guardians for any medical concerns.
- **Section 2:**
  - [Official Player Card](#) for each player with NSID Player Card glued to the upper left corner. All information in the top right must be typed/printed. Player cards require TWO different phone numbers. Player card paper will be given to each Association President and distributed to the TMs at the mandatory Team Manager Meeting (meeting date will be communicated).
    - All fields on the player card must be complete.
    - All required signatures must be obtained
    - Ball carrier stickers will be added at weigh-in (if applicable)
  - [INYFC Transfer Form](#) (if applicable)
- **Section 3:** Additional forms for Game Day
  - MPR or Check-In Sheet – required for game (Forms will be provided later and are grade specific.)
  - [Absentee Forms](#) – recommended to have blank copies in book
  - [Injury Report Forms](#) – recommended to have blank copies in book



All forms needed for the book or the team can be found on the [INYFC website](#).



The TM is responsible for having the player book at every team function **without exception**. Practices cannot begin without the book on the field. If you cannot bring it, then you must get it to another team staff member. Your team may be fined if caught without the book.

### Book Certification

League book certifications will take place at Jamboree or Player Certification. It is mandatory for your entire team to come to the arranged location at your assigned time, and all of the following paperwork must be in your book. The process can take up to 45 minutes. Teams that are required to meet weight restrictions will also weigh in, so have players wear a lightweight t-shirt and shorts.

Only the TM may accompany players to the certification table. You will line up the players in official roster order. Each participant must clearly state their first and last name and jersey number to the League Officials, who will be verifying each player's:

- Official weight (when applicable)
- Player Card – typed, printed on official paper with photo glued on

Fully certified books have 3 signatures – yours as the Team Manager, one from the Association Scholastics Commissioner, and the last one from the League Scholastics Commissioner – on every Player Card.



You must turn in the team book to your Association board at the end of the season.

## Attendance

Please make every effort to be at all practices and games. The parents depend on you to relay team information, and the players rely on you to provide support. Team books are required to be physically present at every practice, game, and other team events, including fundraisers. If you typically have this in your possession, then you will need to make arrangements to pass it on to another staff member. If you are absent, then connect with the coach afterward to make sure you didn't miss any important information about changes to the practice or game schedule.

### Player Attendance



No player may practice without completing the entire verification process through NSID.

Families must print the [INYFC Physical Fitness & Medical History](#) form from the website for their doctor to fill out. Most doctors will include the physical as part of a child's annual well check visit at no additional charge. Several walk-in clinics around Spokane also offer sports physicals.

The TM is required to keep an Attendance Log for each player's first 20 hours of practice. Before a participant is eligible to play in a game, the log must show:

- 10 hours of conditioning practice without pads
- 10 hours of contact practice with pads and helmet



No practice hours may be counted prior to the date the participant's physical is signed.

Teams can begin practicing on the designated date, up to 10 hours per week with a maximum of 2.5 hours per day. Once school begins, practice times max out at 6 hours per week with no more than 2 hours per day. A practice week is defined as Monday through Sunday.

It is important that you start right away and get in your maximum hours each week. Jamboree is typically held the third weekend of August, and players must have at least 10 contact hours to participate in this controlled inter-squad scrimmage.

Parents should be encouraged to stay at practices, especially at the younger divisions or if a child has an injury or medical condition. If they drop off their child or need to briefly leave, then they must make arrangements for another parent or coach to be in charge and they must be reachable. An Association board member can help you talk with a parent about attendance if it becomes an issue.

Participants who cannot make a competition must have an [Absentee Form](#) in the book. It is your job to fill out the form and get signatures from a parent, the head coach, an Association board member, and a League official.

### Cancellations Due to Weather

Be prepared for the Inland Northwest's extreme weather conditions to upend practice plans. INYFC requires the cancellation of all outdoor activities when the weather is unsafe due to thunderstorms, extreme heat, and air quality. When conditions approach the danger zone, coaches can still make their own decisions, but practices must be modified with extra water breaks and less strenuous drills. When the air quality is affected by smoke from wildfires, the INYFC Board relies on data from the Spokane Clean Air EPA app to determine if it is safe enough to be outside. **Once the AQI reaches 39 or below, all outdoor activities must end immediately.** The TM monitors the changing air conditions and informs the head coach.



Your team staff is responsible for knowing the rules outlined in the [INYFC Rule Book](#) regarding smoke, heat, and storms.

Teams should make every effort to make up canceled practices or arrange indoor gym time to ensure that players get their required hours before Jamboree. To prevent scrambling for practice locations, you need to arrange backup plans with indoor arenas, churches, or schools. Since these venues fill up quickly, you must move fast to reserve a spot for your team. Most places charge \$50-\$100 per hour, so you need to factor this into your team fundraising goals or ask parents to pitch in to cover the costs.

## **Injury Reports**

You are responsible for immediately filling out an official [Injury Report](#) form if a player or staff member gets hurt during an INYFC activity. We also suggest filing a report for off-field injuries that occur on personal time to protect the League from false claims. This form must include a detailed account of how the injury occurred. Make a copy for the parent and file the original with the Player Card. When a concussion occurs, send a second copy to your Association Football Commissioner.

## **Equipment**

Each Association provides helmets and shoulder pads for every football player at the beginning of the season. This equipment must be returned at the end of the season. Registrations are not processed for the following season if the equipment is not returned or properly cleaned. The Association may also bill parents for the unreturned equipment and turn over delinquent accounts to a collection agency. The TM makes arrangements with an Association board member to collect equipment at your last game. You will either need to label the equipment with the player's name or have a process for checking the equipment in.

Each Association hosts an Equipment Pick Up Days in the summer. Head coaches and TMs will receive an details to share with families. You should plan to be there for at least 45 minutes. Before playing football, participants are required to meet with the Association Equipment Manager or other approved board member to receive a proper helmet and shoulder pads fitting. All helmets must be certified every 2 years. Players can provide their own, but it must be approved by the board before being worn on the field.

Stress to your parents the importance of attending Equipment Day since their child will not have equipment to start the season. Parents who need to get equipment outside of this time must make arrangements with the Equipment Manager, which may delay the player from getting their 10 hours of padded practice. Please expect 2-3 days for an email response as our volunteers are very busy at the beginning of the season and receive dozens of requests daily. All equipment matters are taken care of on a first-come, first-served basis.

Teams are responsible for their own practice field equipment (e.g., tackle pads, cones). The Association Equipment Manager can also help you find resources to take care of your team's equipment needs. Many Associations also have loaner equipment that is checked out to new teams. The equipment must be returned at the end of the season.

Associations supply a Porta-Potty for your practice field at no charge to the team. You will receive a lock for the Porta-Potty on Equipment Day. Contact your Association board if the unit is damaged or unclean. Families of children playing inside or around them will be asked to leave. Repeat violations may involve suspension from practices and games.

Parents provide pants, cleats, practice jerseys, and socks. Your Association may host a cleats/pants exchange on Equipment Day. Kids often outgrow equipment by the next season, so most gear is in great condition! Encourage your families to bring items that no longer fit to pass on to a younger player.

### Helmets and Shoulder Pads

Helmets are outfitted with chin straps and cheek pads. Players should stick with assigned helmets for the first week. Snug helmets provide the best protection. Squirting water into the top air vents or adding Vaseline to the cheek pads makes it easier to slide. Helmets can be worn during the first 10 hours of conditioning practices but hitting or “breaking-in” is prohibited.

Use athletic tape to add players’ names to the front of helmets to help coaches memorize names and ensure equipment isn’t swapped. Shoulder pads should also be labeled. The Equipment Manager may have extra cheek pads, hooks, and fasteners, but you may want to add these pieces to your team supplies.

### Cheer Mats

Associations provide cheer practice mats. The entire squad shares the responsibility for taking out, cleaning, and putting away the mats. The TM should create a rotation schedule at the beginning of the season.



At the first practice, the coaching staff should inspect all the equipment to ensure that everything is certified, properly fits, follows the above guidelines, and doesn’t have any broken pieces. The Association Board will provide coaches with information about how to handle equipment exchanges.

### Mouth Guards

Mouth guards are provided by parents or teams. While recommended, it is not necessary for mouthguards to attach to helmets. Mouthguards should not have any dangling parts (i.e.: pacifier mouthguards)



✓ Strapped



✓ Strapless



✓ Detachable

## Uniforms

### Football

Upon full payment of registration fees, Associations provide players with either one reversible jersey or two jerseys. The dark color is worn during home games while the light color is for away games. In late May, the registered coaching staff creates a new design for the jerseys. Agreement must be reached across every division in your organization so that every team matches. Since players keep these jerseys, each year should have a new design to commemorate the season. Each organization already has a logo, which should be incorporated into the jersey design. Contact the Scholastics Commissioner for a .jpg file for team communications.

Jerseys are ordered in mid-June before team rosters are distributed. TMs are responsible for submitting size and number selections to the Association Board. Note that these are requests and cannot be guaranteed. Jerseys typically arrive before Jamboree but be prepared for delays. Since Jamboree is a scrimmage and not an official game, your team may wear practice jerseys without names and numbers.

Triple check the spelling of each player's last name.



Tell parents to wash the jerseys only in cold water and then hang them to dry to prevent fading.

Teams often choose to wear matching socks in their main team color. Either have parents buy their own or collect money to order socks at a bulk discount from an online vendor.

Your organization logo is used to create the helmet decals. These are paid for with registration fees, and a board member will deliver them to your field typically the week before your first game. At the next practice, round up parents to help you remove old stickers, clean up the helmets, and apply the new decals on both sides. Warm water and dish detergent remove most smudges while high-strength rubbing alcohol helps with tougher marks.

## Cheer

The cheer uniform consists of a skirt, shell (top), briefs, socks, and a bow. Since these are provided with registration fees, participants keep them. Parents are responsible for buying shoes unless the team decides to fundraise for them. The squad may also decide on a specific style or color. Have your cheerleaders try on the complete uniform and shoes as soon as they receive them. If there are issues with sizing, then the TM needs to contact the Cheer Commissioner. The Cheer TM assists the cheer coach with picking up uniforms.

## Team Apparel Stores

Associations set up team stores for each organization so that parents can order player and fan gear. There is a variety of merchandise, ranging from t-shirts to gym bags to hoodies. The stores open for a limited time, typically one week, and then all orders received are processed together. Turnaround time is 7-14 days. Ordering windows are generally open at the beginning of the season and again a few weeks into the season. The board will send you a personalized link and dates to order as soon as they are ready. Please let your families know that proceeds from these sales support the Association.

## **First Aid Kit**

Your team is required to have a first aid kit at every practice and game. It may be purchased with team funds as part of the team equipment. To provide relief for common injuries, the kit should include:

- 25 plastic bandages ¾" x 3"
- 3 plastic bandages 2" x 4.5"
- 5 gauze pads 3" x 3"
- 1 roll of gauze 2"
- 10 antiseptic wipes
- 1 tape ½" x 5 yards
- 12 cold/hot packs (replace as needed)
- Scissors
- Gloves
- Athletic tape
- Kleenex packets
- Benadryl or calamine lotion for bug bites



If a player needs an EPI pen or inhaler, then you must have it in the first aid kit unless their parent brings it to every practice and game.

## Fundraising & Team Bank Account

### Fundraising Guidelines

Fundraising is highly encouraged to pay for practice equipment, travel expenses, and awards banquets. Depending on needs, teams generally aim to raise \$1,000-\$2,500. Popular fundraisers include car washes, cookouts, fill the helmet, community events, product sales, raffles, and sponsorships. Every fundraiser requires completion of a Fundraising Request form submitted by the TM **no later than 1 week prior** to your event. You will receive formal approval from the board via email. If you do not receive this email, then contact us immediately.



Your team may be fined per fundraiser if it does not have board approval. Repeated violations may result in suspension of the head coach and/or TM.

- Teams can fundraise during the regular and post-season. Early submission of fundraising requests is encouraged. The board may approve or reject any application based on appropriateness or conflict of interest. Teams make best efforts to hold fundraisers within their neighborhood high school boundaries.
- If you plan to start fundraising before the season opens on, then every parent must sign a waiver agreeing that the money will benefit your team even if the player ends up on another team.
- Funds can only be used to purchase or offset costs for registered participants for travel expenses, banquets, equipment, and other items that benefit the team as a whole and each player equally.
- Joining forces on fundraising events with other divisional teams and cheer squads in your organization often brings in more money. The funds must be evenly split between every division that sends a representative. Money is not to be divided by number of players who participate.
- Checks are made out to your team name. Do not accept a check payable to you or the coach. Returned check fees, plus the original amount of the check, are deducted from your account.
- All funds raised must be deposited into your team bank account within 48 hours of the event. If you cannot make it to the bank, then you need to coordinate with the head coach or Association Treasurer.
- Only board members can enter into a contract with any person or business under the guise of INYFC or its affiliated Associations.
- Money collected from parents for items the team intends to purchase (e.g., nameplates, socks) does not have to go through the team's bank account.

### Sponsorships

Sponsorships are a great way to secure team funding for the entire season. Sponsors can be accepted for whole teams, individual participants, or specific events. Contributions can support all in-season and post-season competitions and parties. If you know a business owner, then you can send them a letter requesting sponsorship. While you do not need to fill out the Fundraising Request Form and wait for approval, the Association board must be notified about all team sponsors. It is best to have each sponsor submit in writing what their donation will support.



Make your sponsors feel special by inviting them to important games and keeping them looped in about awesome team milestones. Send them a thank note and team photo at the end of the season.

### Team Bank Account

The Association Treasurer sets up all team bank accounts at a single location.

- Two people from each team must have access to the team bank account. This is usually the head coach and TM, but the account holders cannot be related.
- Use your team account debit card for all purchases. TMs must turn in every receipt at the end of the season to the Association Treasurer. Receipts must match transactions recorded in the bank statements.
- To complete an online purchase, you must use the Association address as the billing address. Enter yours as the shipping address.
- Withdrawing cash from an ATM machine without prior approval from the Association Treasurer will result in suspension of the team account.
- Get a receipt for all money deposited. Write on the receipt the source of the deposit (e.g., specific fundraiser, contribution), and submit it with other events receipts to the Treasurer at the end of the season.
- The bank may charge your team account a fee if you deposit unrolled coins.
- At the end of the season, the team account should be empty. Remaining funds can be evenly split between the players. Funds still in the account when the Treasurer closes it out are transferred to the main Association bank account and marked as a team donation. This transfer is not refundable.

## Game Day

Game days are exciting and often filled with organized chaos! As the TM, you have several essential duties to make sure this day runs smoothly.

### Schedules & Reminders

Game schedules are created by the Inland Northwest Youth Football & Cheer (INYFC) League. This is a complex process that involves every President from each member Association. Please be patient as the league works out the matchups, times, and field locations. We promise to share all details as soon as we get them! Generally, the info for the pre-season Jamboree is released one week prior. The final game schedule is typically released the week after, but this timeline and the details are always subject to revisions.

You will need to share a complete game schedule to each player's family. It is recommended that you create the game day schedule using your team app. Include: time, location, and responsibilities for snacks, MPRs, and chain crew. At the last practice of the week, verbally remind everyone of when and where to meet and which color jersey to wear. Follow up with an email or text that includes directions to the field. Do not assume you are communicating too much.



If you are going to print a calendar for your families, then you will need to make sure old ones are thrown away if the schedule changes so that there is no confusion on game days.

### Snack Duties (optional)

Most teams arrange to have after-game snacks and drinks for their players. Football and cheer can do this together or separately. Either send around a signup sheet or assign parents to these tasks based on numerical jersey or alphabetical order. Have two family's team up each weekend if you have a large team. Include the schedule on the game calendar and give multiple reminders about snack duties!



No money may be collected by the team for snacks. The assigned family must pay for snack items.

Recommended snack items include crackers, cookies, grapes, fruit snacks, jerky, applesauce, yogurt, or fruit cups. Check with every parent on your team about food allergies, but it is best to stay away from nut-based snacks. Appropriate drinks include juice boxes or Gatorade. Avoid caffeine and high-sugar drinks.

## **Check-In & Weigh-In Responsibilities**

Certified weigh-ins will occur at Jamboree/Athlete Verification. It is critical that Players are weighed at this time. If a player is unable to attend, it is the responsibility of the Team Manager to coordinate an official certified weigh-in at a different time. During the regular season, teams will need to complete player check-ins at each game but there will be no weigh-ins during game days.

Teams are expected to arrive at the field 1 hour before game time to complete check-ins and warm-ups. The TMs from each team must talk to determine which team goes first, but the first team must begin at least 45 minutes prior to the game. Participants must line up in roster order. Each player will clearly state their full name and jersey number. Both TMs should be present to watch the other team check-in so that there are no discrepancies with any of the players during the competition. Eligibility concerns must be addressed with an Association or League official before the game begins.

## **Sideline Monitoring**

Only registered participants and coaching staff are allowed on the sidelines during games. It is your job to ensure that eager parents, spectators, and photographers do not crowd the sideline or enter the track nor violate the Code of Conduct, such as heckling the other team or yelling at officials. Make parents aware that they are responsible for their guests' behaviors. Repeat offenses can result in being ejected or banned from the field. Please make sure you clean up any garbage left behind on the sidelines and stands.

It is best to have two support people on the sidelines, especially with younger teams. One person should manage the parents and help the MPR volunteer while the other assists the players. You will also find it helpful to have a water assistant on the sidelines.

The official [Rule Book](#) outlines the game recording rules. GoPros can be used on the sidelines just like a cell phone or camera, but a coach cannot go on the field wearing recording equipment.

## **Coordinate Volunteers for MPRs and Chain Crew**

When hosting the home game, your team is responsible for providing a 3-person chain crew to move the down markers. It is best to assign this duty to a family when making the game and snack schedule. They can send down any representative – mom, grandpa, or teenage siblings. If there are no volunteers, then put everyone's name in a hat and draw for these duties. Chain crew volunteers may cheer for their team but cannot yell out to any of the players and need to maintain a positive attitude on the field. The Chain Crew may not take photos, videos or be on their phone while volunteering.



**Selling Point:** The Chain Crew has the best view of the action on the field!

Managing the MPR (Mandatory Play Rules) sheet during the game is an important job because it ensures that every football player gets their minimum plays. It's also a chaotic job because you are tracking anywhere from 12 to 25 players! The opposing team must send two representative to your sideline to track your players. As the TM, you will work with the MPR rep to spot players' jersey numbers and verify number of plays. MPR's are not required for 7th and 8th grade teams but the Team Staff is encouraged to self-monitor to ensure all athletes are given equal opportunity.

Your team must send two volunteers to the opposing team's sidelines to track their plays as well. It is best if you can recruit a couple of parent volunteers or coaching staff members to consistently take care of this task. You can even assign this duty while making the game and snack schedule. It is your responsibility to help the MPR



Advise parents to arrive at the location 30 minutes prior to pictures to ensure everyone is on time. If pictures are scheduled before your game, then you may want to take the team photo first. As each individual picture is taken, then the player can head to the field for warm ups.

Every rostered staff member should be included in the team photo. Some studios, such as Leo's, offer each adult in the picture a free 5x7 team picture. Leo's also provides an 8x10 plaque for the head coach. Your team can order additional plaques for half price (\$10) for assistant coach and sponsor gifts. You will need to contact the studio directly to place an order.

## **Team Events**

Some groups like to get together off the field for team-building activities, such as family potlucks or after-game pizza parties. These should be planned out in advance and added to the team calendar. Be sure to include other divisional teams or cheerleaders when appropriate, and always bring your team book and first aid kit!

### **End of Season Awards Banquet**

The best way to end the season is to have a party! The TM is in charge of organizing this event, but we encourage you to recruit some help with making phone calls, shopping, decorating, and cleaning up. Talk with the coaching staff and parents to see if they have ideas or restrictions (e.g., not playing video games). If the team is divided about a location, then you should take a majority vote.

Start planning the details a few weeks before the season ends. You will need lead time to book a location and order awards or gifts. The regular season wraps up in late October, but teams participating in post-season playoffs or competitions can continue through November. Parties are typically held within two weeks of the last game. Here's a few more tips for having a successful party:

- Set a budget early in the season so that you can build it into the team's fundraising goals. Expect to spend \$500-\$1,000 for gifts, food, cake, and trophies.
- There are many places to have a team party, including a bowling alley, trampoline park, swimming pool, arcade, or even a coach's home. Due to the winter weather, indoor events are best.
- Make sure parents understand that team funds can only be used for registered players and staff. If siblings are invited or parents want to participate, then the families are responsible for paying the additional fees.

### **Player Awards & Coaches Gifts**

Win or lose, the party is about celebrating the teamwork, discipline, and confidence that each participant has developed throughout the season! Teams generally purchase trophies or medals for every player. Many TMs also find special ways to honor each individual (e.g., DVD of game footage, personal picture, poster). If team funds are available, then you can order customized team apparel (e.g., hoodies, gym bags). Shop around since there are many affordable vendors online, but support local businesses when you can. Triple check the spelling of names and jersey numbers before placing your order and again as soon as you receive the items.

The coaching staff has also poured an enormous amount of time and energy into making the season a success. You should acknowledge every member with a token of appreciation. A handwritten note is always a nice touch. Talk with your head coach as they may have something in mind for the assistants. Appreciation gifts can be purchased with team funds but should not be extravagant. A \$10-\$20 budget per person is appropriate. Since the head coach typically gets a bit more, ask families if they would like to pitch in to cover the head coach's gift. Here are some ideas for gifts your team staff will love:

- Personalized outdoor chair
- Engraved whistle

- Embroidered shirt or jacket with team logo
- Team photo book
- Trophy/plaque
- Player signed team photo, football, or jersey
- Shadowbox memorabilia of the team/season
- Gift cards
- You'll find many more ideas on Pinterest!



Invite sponsors to your team party or have team captains make a special delivery to the business with a thank you gift.

## **Miscellaneous Important Information & Reminders**

- No tobacco products, alcohol, marijuana, or weapons on any school campus, including parking lots.
- No pets are allowed on the field unless they are a licensed companion or service animal.
- No air horns/bullhorns are permitted by the team or spectators.
- Review the entire Code of Conduct with all parents before getting their signatures. Parents are responsible for their guests.
- Conceal all valuables inside locked vehicles if you cannot always carry them.
- Arriving early to games to set up tables, tents, and chairs is a good practice. However, be respectful if another team is still playing. Be kind and careful not to block another family's view of the field.
- Make this your mantra: "We do this for the kids, who are here to have fun!"

**This guide should give you a good handle on managing a great season. Do not hesitate to reach out to the Scholastics Commissioner if you have questions or need help. It is also very helpful to work with other TMs within your organization.**

**The INYFC Board of Directors thanks you for all your hard work. We wish your team lots of luck this season. Remember: Recruit help, over-communicate, plan ahead, and, above all, have fun!**



**2025**

**TEAM MANAGER HANDBOOK**



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