New Braunfels JR Cougars Youth Football and Cheer Organization

www.newbraunfelsjrcougars.com

Team Mom Playbook

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TEAM MOM

Welcome to the JR Cougars Youth Football and Cheer Organization and thank you for volunteering your time to serve as Team Mom. I hope you find the experience to be a rewarding one.

I have put together this reference guide to outline your responsibilities and to hopefully help and guide you with a more understanding of being a Team Mom – please review this handbook in its entirety prior to the start of the season. If you have any questions, please reach out to me and I will be more than happy to assist!

1. What does a Team Mom do?

You're Duties:

- Setting up and distributing your team roster. This includes player names, parent names and contact info.
- Taking attendance at practice.
- Communicate with parents on updates or changes (see #5).
- Help pass out equipment (see #3)
- Passes out **Academic Accountability Forms** to kids on Tuesday. Collects on Thursday. Tallies score for the week and calls President with Team totals only.
- The Team Mom works closely with the Head Coach. Your main job is to do administrative and organizing functions for the team which allows the coach to stick to his duties…coach!!
- Game day duties! (see #9)

Duties You Will Delegate:

- Concession Stand Duty
- Game Day Snacks
- Chain Gang for home games
- Homecoming Booth

2. Recruit help!

I highly recommend that you recruit a co-team mom or two to help you. The tackle teams have up to 25 boys on them, and it can be overwhelming seeing to all of the team needs by yourself. Having an assistant will also come in handy should you not be able to make a game or practice.

3. Equipment

At the beginning of the season this organization will be distributing out equipment. It is very important that each team mom be present so that it can be determined if the player has paid their equipment deposit. No equipment will be issued to a player who hasn't completed the registration process - which includes payment in full and equipment deposit checks on hand. The team mom will be there to fill out an equipment distribution form for each player. The team moms will also assist the coaches by collecting the equipment at the end of the season and making sure that everything that belongs to the JRCYFO is returned. Once this is done, the equipment deposit may be released to the parents.

4. TYFA Certification:

TYFA will set a time and place for each organization to be certified. Team moms will be at certification and do the following administrative tasks to prepare for this certification:

- Make sure that the binder contains copies of current proof of residency, birth certificate and photo.
- Completed registration paperwork.

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. It would also be wise to set up a text list and communicate information through both mediums.

- A master Team Roster should be created during the first week of practices – see JR Cougar 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.

- 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 relate 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 or red 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. Assigning 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. There are 4 home games scheduled for the regular season. For each home game we will need to staff concessions, set-up, break down, and 3 individuals for chain gang. Since the responsibilities vary by squad, a specific needs list will be distributed to each Team Mom. These assignments should be made as early as possible to avoid any vacancies on game day.

The snack bar volunteers will be working before their game, but will not be required to work during their child's game. Only volunteers doing chains are required to work during the game. **SECRET LITTLE REALIZED**: the "chain gang" has the best view of the players. Please inform the chain volunteers that they may cheer for their team but cannot yell out to any of the players and need to maintain a positive attitude on the field. **PLEASE TELL THEM NO CELL PHONES OR AT LEAST TURN THEM OFF!!**

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

- Volunteers must be at least 10 years old or older. Snack bar 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 10 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 Leah Thomas to make arrangements for an orientation.

- Referees are allowed to have two hot dogs and drinks free of charge.

- Please provide a copy of the instructions to your volunteer parents who are working the snack bar. The instructions on how to operate the popcorn and hotdog machines will be very helpful. Directions will also be posted.

- There has been a lot of time and effort spent on organizing and getting the snack bar 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:

- 2 for snack bar
- 3 for chains
- Copies of the snack bar schedule need to be e-mailed every Thursday by 4pm to Leah Thomas. We will use that to create a weekly master schedule to post at the snack bar.

7. Once the season Starts

Games will generally be on Saturday. There may be some games on Sundays 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.

Game Day: Sat, 9/16

Where: Tyler Elementary (include directions)

Vs: Chantilly Vikings

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

Game Time: ***10:50a***

Half-Time Snacks: Jones Family

End of Game Snacks: Smith Family

Snack Bar: Thomas and Rogers Families

Den Duty: Cooper Family

Chains: Washington, Lincoln, and Roosevelt

Parking: Smith Family

8. Homecoming

Each squad will be responsible for coming up with and manning a booth for our Homecoming. This will require parent participation for the entire day, not just during one game. More details to come.

9. Game Day

Game day can be stressful for the Team Mom. We will discuss all of these duties in detail:

- You are responsible for creating and distributing the play sheet to the opposing team and help to certify.
- You must arrive at the game with the binder in hand – no exceptions.
- Keeping the kids cool!! This can't be stressed enough, especially for the kids who play in the hottest times of the day.

- Make sure you are wearing your badge. Anyone on the sidelines must have proper identification.

10. 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 what you ask other parents to take on. Getting help is a good thing! The team (to include the parents) feels more like a "family" when more people are involved!! The last thing you need is to get burned out and want to quit. The boys need you and so do I!!!

Anyone can be a Team Mom except for the wife of the Head Coach… they may think they can, but the life of a wife of a Head Coach is enough to manage.

11. General Information

- **www.newbraunfelsjrcougars.com** ~ player and cheer information, weather updates, field directions, field closures, roster, schedules and much more!

- First games begin in September. Playoffs begin in November. Championship games are in December.

The New Braunfels JR Cougars Youth Football and Cheer Organization (JRCYFO) is ran 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 organization possible.

12. 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 JR Cougars have great discounts for local restaurants – please remember to use those companies that support our organization! 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 every practice and playing field and in parking lots***.

b. Shirts/Jerseys & Cougar 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 Cougar 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!

On the web page in the lower left hand corner you can find our Fan Shop where you can order your fan gear. By buying from the Fan Shop we get money returned to us.

Other ideas for fun items for players:

Towards the end of the season – the games and practices will get quite cold… hand warmers for the players with their name, jersey number, and the all-important JR Cougar Head are fun for the kids and look good on the field.

We could develop JR Cougar Mom Pins with her players name and number on it for her to wear at every game. There are several ways to do them – there is a company that can make custom cut-outs with helmets/cougar heads/mega-phones – anything you want… you can order them and paint and write on them yourself – or the company will do it all for you… you decide! The company is All Kinds of Spirit and you can reach them at: 703.822.1476. Teams generally take up a team donation to cover these types of costs at the beginning of the season.

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 – Look for a banquet room upstairs for example.

Many teams get their coaches gifts at the end of the season. Generally a budget is selected and the Team Mom collects donations from each family to cover the coaches gifts (minus the coaches family of course). Here are some ideas from Team Moms of great 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
- Gift card
- Donation to the JR Cougars Field of Dreams Fund in the coaches honor
- Membership for Coaches Family in the JR Cougars Founding Families

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!**

If you have **ANY** questions, please don't hesitate to contact me. My contact information is:
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