



Cherokee Youth Football Association

**TEAM PARENT
HANDBOOK**

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***Codes of Conduct MUST be reviewed with players and parents at your Parent Meeting. Signed forms are no longer necessary, as they consent when they registered their player/cheerleader.**



Important Dates

March 15th - Registration Opens

April 27th - First Cheer Fitting (sideline cheer only)

May 18th - Second Cheer Fitting (sideline cheer only)

May 31st - Cheer Registration Closes

June 1st - Third and LAST/FINAL Cheer Fitting (sideline cheer only)

June 22nd - First Football Equipment Handout

June 23rd - Second Football Equipment Handout

June 24th - 27th - Football Camp

June 24th - 27th - Cheer Camp

July 1st - Football Registration Closes

July 13th - Third Football Equipment Handout

July 14th - Fourth and LAST/FINAL Equipment Handout

July 22nd - 25th - Football Assessments

July 27th - Football Draft (directors and coaches only)

July 29th - Football Practice Starts

July 29th - Competition Cheer Practice Starts

July 30th - Sideline Cheer Practice Starts

August 3rd & 4th - Choreography for Competition Cheer (**MANDATORY**)

August 10th - Jamboree

August 17th - Opening Weekend (Game 1)

September 14th - No Games

September 21st - No Games

October 19th - Regular Season Ends

October 26th - First Round of Playoffs

November 2nd - Second Round of Playoffs

November 3rd - First Equipment Return

November 9th - Championship

November 10th - Second Equipment Return

TEAM PARENT HANDBOOK

So, you have been selected as the team mom---CONGRATS!

Now what? The following information will get you on the right track so do not worry. You will find the time you put in for volunteering as Team Mom rewarding and fun. The Team Mom's duties and responsibilities are to do the administrative tasks for the team, which will allow the coach to concentrate on coaching, the players, and team development.

The job of Team Mom can be as elaborate or as simple as you make it. The key is communicating with the coach on how he or she wants his or her team to be perceived. You might be surprised at how much control the coach will give you in this arena. Just make sure you keep him/her apprised of all decisions and directions you take.

Team Parent Qualities

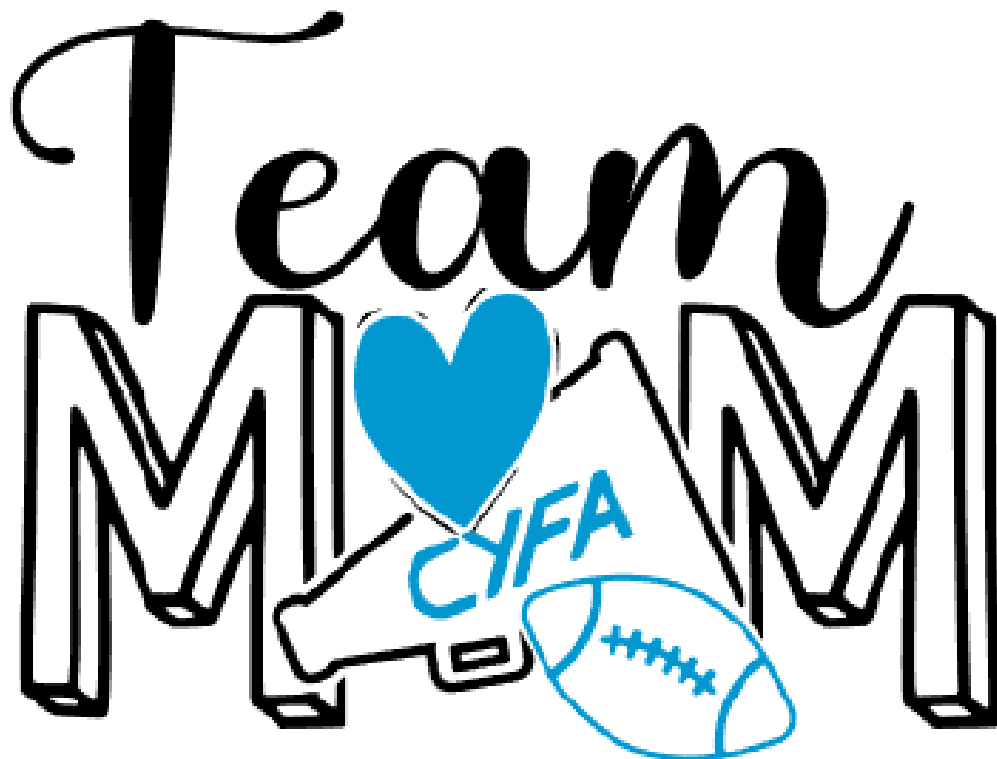
- Excellent social/people skills
- Organized
- Over communicates
- Understands and uses social networking
- Capable of posting pictures to photo page
- Not afraid of email or texting
- Assertive but not aggressive
- Willing to learn new things
- Head coach and team's biggest fan
- Can pass a background check
- Honest and accurate with money tracking
- Fun and have a calming effect on parents
- Attends every team event and practice



Team Parent Responsibilities

There are many responsibilities of a team mom. Each team mom works out the details of duty with the team's head coach based upon his/her requests and requirements. However, the basic premise is to do the administrative/organizing for the team to allow the coach to stick to coaching duties. Generally, the team mom has the following responsibilities. Do not take all of these upon yourself. Delegation is key and most parents want an opportunity to help.

- Work in conjunction with the head coach
- Weekly Schedule
- Communicating important information-jamboree, uniforms, picture dates, team roster, CYFA night, homecoming date, team party.....Etc.
- Snack schedule *subject to change based on GHSA recommendations
- Schedule parent meetings- Beginning of the season (to go over expectations)
- Collect Funds - Set by the CYFA Board (\$25.00 cap)
- Managing Team Sideline Accounts and/or GroupMe - NO social media allowed
- Be aware of any medical conditions and/or allergies of players/cheerleaders on your team/squad. Keep this in your binder at every game
- Be a positive role model and lead by example
- Wear your CYFA badge at practices and games





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Badges Rules

- Prospective coaches are responsible for the resulting non-refundable, nominal fee that will cover their background check and badge cost. Applying and paying the fee DOES NOT guarantee that they will be selected to coach.
- Football sideline personnel including but not limited to coaches, team parent, statistician, medical staff, photographer, etc. must display a current CYFA sideline badge. The number of badges on the sideline is not to exceed 8 badges on the field (one head coach, 5 assistant coaches, a team mom, and a photographer or one medical personnel.)
- Cheer sideline personnel is limited to a head coach, assistant coach, and a team mom (4 badges total). Minors who are Junior coaches/trainers are not required to display a badge on the sidelines.
- Persons on the sidelines must have their own badge and not borrowing a badge from someone else.
- In the event a coach does NOT have his/her badge, he/she is **NOT ALLOWED** on the sidelines.
- Coaches/adults/team parents on the sidelines without badges will be asked to leave the sidelines immediately. **Failure to do so may result in the football team being penalized 15 yds for unsportsmanlike conduct and ejection of the coach.**
- **Anyone who is not a coach will result in a 15 yd unsportsmanlike penalty and ejection of the head coach.**
- The head coach (or Team Mom) may photocopy each badge and keep in a team binder that is always at games. In the event a coach has forgotten his badge, he/she must show the Director on Duty (DOD) the photocopy and wear the photocopy on the sidelines. **The Director on Duty will have the final say.**
- Team moms are not to be in the referee's tent at any time.

Communication

Keeping the team informed is a key responsibility of the team mom. Occasionally, practice schedules and/or locations may change. Games or practices may be postponed or cancelled due to inclement weather. Other important information is often communicated by CYFA and must be relayed to the teams in timely manner. Most of your information will come from the Head Coach. It is imperative that you have a good line of communication with him/her.

Develop and communicate to your parents how you plan to communicate with them throughout the season: TeamSideline, Email, GroupMe, etc. (NO facebook groups)

Head Coach

Confirm with the Head Coach that you will indeed be the go to team mom- you can have a partner helping you (co-team moms) but one point contact for the coach and parents is the best method. With that being said, have as many helpers as you want, but ONLY vetted team parents will receive a field badge.

Ask the Coach his/her preferred method of communication (text, email, phone). Also get an understanding of the volume of communication. You can expect more communication at the beginning and end of the season.

Review the communication (emails, parent letters, etc.) with the Coach and get his/her approval prior to the parent meeting.

Throughout the season, try to limit discussions on team issues and questions to after practice – and preferably on days other than practice. Practice days/times are just that – and when a coach has only 2 hours to practice, respect that time and allow him/her to be with the players or squad.

Parents/Guardians

- Be clear in your communication. If you utilize email, you should BCC email addresses to keep parent/guardian information private. Unless you have asked everyone if it's ok to share their email with the team.
- Be sure to gather both parents' information and include them in all correspondence. You never know if Mom or Dad is best at checking email – best to over communicate than not at all. Consider a player information sheet.
- Prepare a team letter. Give the letter to the parents at the first practice/meeting and include it in a follow up email with any changes made at the first practice/meeting.

A letter to the parents should include:

- Coaches and Team Mom name, phone number, and email
- Practice times and location
- Player/Squad list/Roster

- Snack and drink sign up information
- Extra expense that will encounter through the season. (CYFA has put a cap on the dollar amount that you can ask parents for is \$25.00)
- How you plan to communicate throughout the season
- Jamboree Info
- Picture Day Info

Get Social

It is a great idea to choose one place to organize your team info and have one calendar to help keep the parents informed quickly and easily accessible. Utilize and use your Team Sideline team site and phone app. It's a very powerful means of communication.

-Before your first game here is a Communication Check List to help make sure you have done some important KEY ITEMS-

Met with Head Coach to discuss the season

Create a Team Roster with players/squad names, parent names, emails, phone numbers. (Printable from Team Sideline.)

Each parent has completed the player/cheerleader information form.

Prepared a team letter. (should go out within the first few weeks of practice)

Introduce yourself

Handle passing out practice gear order form (if team is ordering a set and it's within the budget)

Ordering special socks

Set up a team texting blast-make sure parents have your phone number. Use Team Sideline App.

Making sure everyone has their uniforms and everything is all good

Snack and Drinks set up if needed

During the Season—Communication Check List

Send out League Reminders about upcoming events- CYFA nights, Homecoming, Pictures...

You will handle the money so make sure you are keeping track of your funds and can provide documentation to parents and a copy to coaches at any time. Submit all receipts and budget to the Team Mom Coordinator at teammom@cyfa.org

Homecoming Items (gifts for players/cheerleaders)

Ordering Pink stuff for October

End of the Season Party Ideas



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Team Communication

Team Sideline Team Sites

Team sites are assigned by CYFA using a list of head coaches' names and phone numbers provided by each district director. Once a team site is set up, we can assign coaching staff (assistant coaches and team parents), cheerleaders, and football players to the appropriate team sites, and a welcome email will be sent to the primary account holder for each child.

When your roster has been completed on our site, a Team Site will be set up for each team. Coaches will have the ability through the team site to communicate with the team, staff, or specific individuals. The team sites are available through a website or by using the Team Sideline app. Your team site will have all your roster and contact information for each child and coach, and a calendar with the game schedule on it.

You can utilize the Communications tab to send bulk email and/or texts to your team.

Social Media/Photography Rules

1. No team or squad may have a social media group or page. This includes Facebook, Instagram, TikTok, Twitter, etc.
2. Team Sideline and GroupMe are the only approved communication tools.
3. Please send any good photos to marketing@cyfa.org
4. CYFA social media is monitored by the executive board. Comments left on community boards or CYFA pages that are negative towards the organization can result in removal from your team mom role.
5. No drones are allowed at games or practices.
6. If you have any questions about social media guidelines, please email teammom@cyfa.org and CC marketing@cyfa.org




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Team Sideline Team Site Texting is available for parents, players, and staff members (coach, assistant coach, manager, team parent, or site coordinator) to easily communicate amongst each other.

- Team communications can be sent via Text communications or Email.

Follow these steps to enroll yourself or, as a staff member, your team members in Text communications:

1. Login to your [TeamSideline](#) account.
2. Select the team from the *Teams* dropdown list that you would like to receive Text Communications.
3. Select the *Roster* tab.
4. Select the edit  icon across from your name or a member's (player or parent) name if you are a staff member.
5. Enter the phone number you would like to receive text messages.
6. Check the *Enable text messaging for this phone number* check box.
7. Select your mobile phone provider from the *Select Mobile Provider* dropdown list.
8. Click the *Save* button.

To send out a text message, go to *Communication* -> *Send Communication*.

- Click on **Text** as the *Communication Type*
- Select the *Team* you want to send a text to.
- Further refine your distribution list as needed.
- Compose your message and click the *Send* button.

If you send a text message to your team, any replies will be directed back to your email address.

Note: Staff members of a team on the Team Site can make changes to everything on their team (ex: updating email addresses and adding events) except archiving the team, changing the team name, or publishing the schedules.

Cheer Team Budget

Incidental costs and fund-raising collections are restricted to \$25.00 per child for ALL teams. All sponsors and fundraising will go through Marketing Director, Liz Brugh. She will be auditing team expenditures.

Cheer budgets are to include:

- ✦ Breast Cancer Awareness Pink Cheer Bows
- ✦ Homecoming Expenses (including Homecoming parade entry fees)
- ✦ Monogramming on Bags and Jackets (unless donated by a parent or business)
- ✦ End-Of Year Party (No Coaches' Gifts or Trophies)

All donations to teams by businesses or individual sponsors **MUST** be **GOODS ONLY** and are not to exceed \$500. No sponsor checks or money (or gift cards) will be given to team moms.

Receipts from sponsors must be submitted with a CYFA Sponsorship Form to Liz Brugh at marketing@cyfa.org so she can give the sponsors the items they are entitled to as sponsors. ALL monetary donations will go through Marketing and then be passed on to the League Administrator. Please submit receipts as early in the season as possible so the sponsors receive as much marketing exposure as possible during the season.

Many parents are on an extremely limited budget. CYFA has a large number of scholarship children, families with multiple children playing and cheering, and families whose parents are on unemployment due to the current economic environment. This information is kept confidential by CYFA and will not be released to CYFA directors or coaches.



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Cheer Half-Time Routine Rules

- A football team may have two squads assigned to them. Both squads will cheer every week at every game and perform their half-time routines.
- Half-time routines are to be 2 ½ minutes.
- Both the visiting and home cheer squads will be allowed to finish their routines except at Homecoming games.
- At Homecoming games, the only teams to perform will be the home team cheer squads.



Football Team Budget

Incidental costs and fund-raising collections are restricted to \$25.00 per child for ALL teams. All sponsors and fundraising will go through Marketing Director, Liz Brugh. She will be auditing team expenditures.

Football budgets are to include:

- Football budget will include socks (including breast cancer awareness socks)
- Homecoming (including Homecoming parade entry fees)
- End-Of Year Party (No Coaches' Gifts, or Trophies)

Players DO NOT need “player packs” with t-shirts and shorts, etc!

All donations to teams by businesses or individual sponsors **MUST** be **GOODS ONLY** and are not to exceed \$500. No sponsor checks or money (or gift cards) will be given to team moms. This includes facilities for holding team parties.

Receipts from sponsors must be submitted with a CYFA Sponsorship Form to Liz Brugh at marketing@cyfa.org so she can give the sponsors the items they are entitled to as sponsors. **ALL** monetary donations will go through Marketing and then be passed on to the League Administrator. Please submit receipts as early in the season as possible so the sponsors receive as much marketing exposure as possible during the season.

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Team Parties

Consider having at least one team gathering early in the season. This is really important for everyone to get to know each other off the field. It is also a good time for parents to meet the coaches. It can be something simple as gathering at a park or at someone's house with a bunch of pizza.

Organize an end of season party to celebrate the season. Does not have to be elaborate.

- Recruit a couple parents to start thinking of ideas for the end of season party.
- Reserve the party venue/look for a venue
- Order food/cake – Consider a potluck
- Per CYFA- team moms cannot collect money from parents for coaches' gifts

Reminders

- You can only ask parents for \$25.00 MAX. Please keep this in mind when ordering all the “extra” items.
- Keep ALL receipts or immediately send them to teammom@cyfa.org for record keeping. Keep running records to provide to parents at any moment if they ask to see the budget or any financial records. A separate checking account is not a bad idea.
- Don't forget to do your background check and get your badge done by CYFA
- SMILE-You are going to do A GREAT JOB!

**If you need any help or questions
answered please contact
Liz at teammom@cyfa.org**

THANK YOU!!

Child's First and Last Name	
Jersey #	
Main Address	
Shirt Size	
Short Size	
Shoe Size	
Parent Name #1	Parent Name #2
Cell	Cell
Parent Email	Parent Email
Medical Concern(s):	
Allergies:	
What school do they attend?	
Are You Interested In:	
Assisting Team Mom when needed?	Yes / No
Bring the water for the season?	Yes / No
Making Cheer Bottles?	Yes / No
Running chains during the game?	Yes / No
Providing snack/drinks?	Yes / No
Helping with Homecoming?	Yes / No
Helping with End of the Season Party?	Yes / No