

# **DVHS ATHLETICS**

## **TEAM MANAGER HANDBOOK**



### **COACH RESPONSIBILITY**

- Uphold EBAL League Guidelines and Schedules
- Keep Website updated with Tryout, Schedule, Team Expectations and Program information
- Hold mandatory three-day try-outs and collect yellow-slips on first day.
- Submit season roster to Athletic Director
- Identify one parent to serve as Team Manager and submit the name to Athletic Director
- Hold a team meeting for parents to review program details, support needs and emphasize that parent financial and volunteer participation is important to the program's success.
- Ensure all drivers are cleared and emergency forms are in coaches possession at all games and copied and in possession of all drivers.
- Communicate with Athletic Department about team needs and activities:
  - Uniforms (3 year rotation on Varsity to hand down)
  - Equipment
  - Season Schedule, Scrimmage Changes, Updates
  - Tournaments, Camps or Fundraisers
  - Bus Charter
- Fill out proper paperwork for any Fundraisers, Camps or Tournaments, Bus Charter
- Create and encourage clear communication channels with your Team Manager. Be available for discussions and delegations of any of the support needs outlined below.

# **TEAM MANAGER SUPPORT**

## **Communication Tools**

- Create an online roster with player name, number, grade, parent and contact email and phone. Shutterfly Share is a good example. Add the practices, season game schedule and team social events to the calendar. You may use the same tool to set up driver and other volunteer jobs, or you may want to use Sign-Up-Genius for the other support tasks.
- Make sure Athletic Director, Nechia Miller (nmiller@dvhigh.net) is added to any team communications lists.

## **Team Pictures**

- Ask your coach for the photo schedule and communicate date, uniform requirements and ordering process to your team. Distribute ordering envelopes to players at practice and share the link for lost forms. Attend the photo session to ensure prompt collection of payments and to help organize team. Once photos have arrived, pick up from the coach and distribute to players after practice.

## **Away Game Drivers**

- Ensure Parent Drivers are registered to volunteer and drive. Adults who wish to volunteer on school campus, drive and/or chaperone a day and/or overnight field trip and/or athletic event need to apply through the SRVUSD partner *Be A Mentor, Inc.* **For more information visit: [srvusd.net/volunteers](http://srvusd.net/volunteers).** Please know that the District will NOT be asking parents to incur any of the costs associated with these clearance processes. During the online application process, you will be asked to choose the level or levels of clearance you will need based on your anticipated involvement. Level 1 is for on-site volunteer. Level 2 is for drivers of athletic events or field trip. Level 3 allows for overnight chaperone for camps or away tournaments.
- Ensure all drivers have a full team set of every player's **Coaches Clearance Forms** in a Sealed Packet to be kept in the driver car until the end of season. This packet should be returned to coach at the end of the season for shredding.
- Coaches can communicate number of drivers to Athletic Director, Nechia Miller (nmiller@dvhigh.net), and the Athletics office will make the packets for all the drivers for you to distribute.
- Ensure Clear directions for the away field are clearly identified and communicated.
- For liability reasons, all players must leave and be returned to DVHS at the end of the game not dropped home or any other location on the way back to DVHS. This includes Saturday and Sunday games.

## **Game Day Set Up**

- Needs vary with each sport. Consult coach for what is needed and set a volunteer sign-up-schedule for scorekeepers, statistician, event announcers, field set up, video or whatever needs your team may have. A microphones/sound system may be checked out with the Athletic Director.

## **Social Media**

- Send updates/photos to both the Athletic Director (nmiller@dvhigh.net) and the current Athletic Booster Social Media Chair for Twitter/Instagram/Facebook/Patch.

### **Tournaments, Camps or Fundraisers**

- Ensure Coach has filled out proper paperwork with Athletic Director and Facilities requests are in place if needed. If any SQUARE devices are needed for smart phone purchases or a tax-id EIN number, please contact Athletic Booster Director of Fundraising.
- See bookkeeper to ensure all proper documentation is on file so ensure correct percentage of funds is kept. Athletic Department can provide you with a cash box, change, backup documentation sheets and deposit slips for good cash control.

### **Wildcat Snack Shack**

- The Wildcat Snack Shack at both the Football Stadium and Basketball Gym helps support ALL athletic programs at DVHS. Please ask for volunteers to work shifts during home games to get a percentage back to your sport.

### **Socials and Team Activities**

- Schedule dates and volunteers to support Carbo Loads, Lunches, Snacks. If the carbo load will be on site on a non-week day, work with the Athletic Director and facilities to request custodial services which be at a cost to your sports program.

### **Senior Night**

- Schedule the last home game of your season to Honor your seniors.
- Invite Family and Friends to make posters and decorate the walls or surrounding area.
- Have each senior submit a short paragraph to be read aloud during the celebration. This should briefly showcase the athlete's sports history and post-graduation plans.
- You may order a single flower for the player to give the family and organizer a photographer to take a family photo and a photo of all the seniors together.
- It is a nice gesture to get a list of the number of seniors on the visiting team and read their names aloud after the DVHS players have been honored.
- NO BALLOONS indoors... per fire code. The only exception is a grounded pre-made balloon arch.

### **Awards Banquet**

- Each program should end the season with a combined awards banquet to honor each team in the program. The banquet should honor all athletes and give special recognition to a few. Varsity players will receive their DV Letter and be eligible for scholar athlete awards, MVP, Offensive Player, Defensive Player or others as the sport deems appropriate. Submit a list of award recipients to the Athletic Department for review and to get the certificates and awards.
- Schedule the event as early in the season as possibly (ESPECIALLY SPRING SPORTS!) and reserve the date with the Athletic Director so ensure there are no conflicts with other school or year-end activities.
- The awards banquet may NOT be held off site.
- Plan a dinner or dessert function. The event can be catered or potluck depending on the available Team Budget funds. However, Team Budget funds can cover **PLAYERS ONLY**. Any remaining meal costs should be collected separately for any family in attendance. This non-player money **MUST** be kept separate from the Team Donation and Team Budget account. Team accounts are subject to student body rules and regulations.
- Donations may be collected to go towards coaching gifts. However, this non-player money **MUST** be kept separate from the Team Donation and Team Budget account. Team accounts are subject to student body rules and regulations. Please limit donations for gifts to \$20 per family.

- Team Captains may present the gifts for each coach and a card to signed by the players. The Team Manager can honor any volunteers and the coach can honor the Team Manager.

### **Concerns / Feedback / Survey**

- For information regarding concerns about a student's athletic experience, please consult the "Chain of Command" process that was signed-off during the online sports registration process.
- Process, Evaluation and Year-End Survey can be found on the Athletics Website: [dvhigh.net/athletics](http://dvhigh.net/athletics)
- Team Managers are NOT to be involved or responsible for handling any individual parent/coaching concerns. Please have parents and coaches directly contact Athletic Director, Nechia Miller ([nmiller@dvhigh.net](mailto:nmiller@dvhigh.net)) for assistance.

## **PLAYER RESPONSIBILITY**

- It is a privilege, not a right, to participate in any extra-curricular activity. To be eligible to tryout for any sport, SRVUSD mandates that all athletes have a 2.0 GPA or higher based on their last quarter's grades. A 2.0 GPA or higher must be maintained throughout the season or the athlete will become ineligible to participate.
- Turn in Participation Standards and Health Clearance form to bookkeeper by season deadline
- Produce Yellow-Slip on First Day of Try Outs
- Uphold all EBAL rules and regulations
- A copy of all reference forms that were signed off by the players during the "Participation and Clearance" process for seasonal try-outs registration can be found on the Athletics Website: [dvhigh.net/athletics](http://dvhigh.net/athletics)

## **SPORTS FUNDING IN SRVUSD HIGH SCHOOLS**

High School athletics in the San Ramon Valley Unified School district are "self-funded." Schools cannot run the programs without parent financial support. High Schools do not receive district (tax dollar) funds for equipment, uniforms, transportation, and most coaching stipends. As such, voluntary donations are solicited to fund these valuable programs. Without parents' generous donations, sports at Dougherty Valley High School cannot be offered. High school sports cost much less than outside club sports. Please keep our teams alive, thriving and competitive with your voluntary sports team donation.

## **Voluntary Team Donation**

Voluntary donations to the team account are needed to help alleviate our coaching staff from necessary administrative duties that the Athletic Department performs, and allows coaches to focus on developing deep and competitive programs and focus on our student-athletes.

These donations cover major operating costs of our athletic budget which includes: EBAL league standing certified vs. "club" status, referees, officials, equipment, possible athletic trainers, supervision/security, facility, first aid supplies, CIF, NCS & League fees and various general expenses to operate our athletic department budget. The suggested donation per team program will be detailed in a specific sport budget presented to parents at the parents meeting after teams have been finalized.

There are four ways to help your team budget earn even more money to boost your team. 3 year uniform rotation, bus charter fees, guest trainers, equipment, facility maintenance, tournament fees, inspirational speakers, referee fees, senior keepsakes.

- **Athletic Boosters Bonus**

When 75% or more of your roster makes the Team Donation, your team account will receive a \$500 Booster Bonus.

- **Corporate Matching of your Team Donation**

Does your company match? Please fill out the MATCH form online Athletic Boosters website so we can anticipate and easily identify your incoming check and get it to the right account as soon as possible. Companies have various ways of handling the process so we want to help the DVHS bookkeeper identify the checks quickly when they arrive.

- **Wildcat Stadium Snack Shack Kick-Backs**

Work a shift and get a % of the night's proceeds for your team. Athletics Boosters runs the snack shacks and has a Sign Up Genius for you to pick a shift. Claim your sports team in the comments for an extra perk to your team account.

- **Team Fundraiser, Camps or Tournaments**

If you need help or assistance with any other avenues of income, there are many points of contact within the board to help you get started. Your team can reserve a bank of "Square" devices for phone payments or help with using the Athletic Booster's non-profit EIN for other events. Just Ask!

## **Athletic Boosters Membership & Pass**

Dougherty Valley High School is committed to enriching campus life through interscholastic athletics. Dougherty Valley's motto "Traditions in Excellence" supports the philosophy of Dougherty Valley High School that participation in athletics is an integral part of the educational process. The many lessons gained through our athletics programs include: sportsmanship, self-discipline, teamwork, commitment, and developing self-confidence, as well as dealing with success and overcoming adversity.

Please partner with other parents to support the work necessary to grow our student-athletes. Athletic Boosters is the Parent Club that supports ALL Athletics at DVHS. The DVHS Athletic Boosters runs a Membership Campaign throughout the year to support all DVHS Sports Programs with what they need to ensure DVHS stays competitive in the East Bay Athletic League. Your Membership not only allows all DVHS athletes to grow and achieve, but your membership is also a season ticket to all season home football and basketball games where paid admissions is the norm.