

## FOR: Coaches and Team Parents

### PICTURE DAY- SATURDAY, OCTOBER 7, 2023

Picture Day is a big undertaking -- more than 1300 kids will have their pictures taken during about 6 hours. Please make every effort to be on time and to cooperate with volunteers who will be helping. Speaking of volunteers, it takes about 130 volunteers to support Picture Day. Please reach out to your team family and ask them to help by being a volunteer. To sign-up to volunteer go to the [www.ayso58.org](http://www.ayso58.org) website, ([clicking here](#)) or copy and paste the following link <https://www.signupgenius.com/go/5080B4EACAF2DA2F85-10072023>

### The Basic Picture Day Package

All Region 58 players get the basic picture package which includes a team photo, 4 player wallet photos, and a photo button as part of our registration fees. Parents should fill out the NSPN Special Order sheet provided to you on September 30th and bring payment ONLY if parents want extra prints or specialty items.

### When Should Your Team Arrive at the Park on Picture Day

- **Teams with 8 a.m. games:**
  - 10U, 12U, and 14U teams with 8:00 a.m. games must arrive at 7 a.m. sharp.
  - 6U, 7U, and 8U teams with 8:00 a.m. games, come immediately after your game.
- **Jamboree and Playground:** pictures will be taken immediately following your session.
- **All other teams,** arrive and be ready 90 minutes before your scheduled game time.
- **Teams with games at other parks:** Come any time before 1:00 p.m.

### Team Parent (Coach) Information

- Please check in at the Picture Day Check-In Table once ALL of your players and coaches and team parents have arrived. Ask your team to stay together and stay nearby. Let them know that you will begin the check-in process and they need to be ready once you get back.
- Bring your completed Picture Day Team Information Sheet (PDTIS) with you to the Check-In Table.
- At the Check-in Table you will be asked to double-check the PDTIS against a printed team roster.
- You will get a Team ID Sheet with your team number and team name on it. When pictures are taken the photographer will take a picture of the Team ID Sheet to identify the pictures being taken.
- When you have completed the Check-In process you will receive a packet containing your PDTIS, a Picture Day Roster/Card, and the Team ID Sheet.
- *Word of advice: Having your PDTIS and paperwork done ahead of time, before Picture Day, will prevent delays and extra time spent getting through the picture taking process on Picture Day.*

### Picture Day Team Information Sheet (PDTIS)

Please download and fill in the highlighted boxes on the Picture Day Team Information Sheet (PDTIS) before arriving at the park. **These links can be found on the [www.ayso58.org](http://www.ayso58.org) website.**

#### [PDTIS – Fillable Form and then Print](#)

<https://dt5602vnjxv0c.cloudfront.net/portals/14780/docs/picture%20day%20forms/2022%20fillable%20then%20print%20-%20picture%20day%20team%20information%20sheet.pdf>

#### [PDTIS – Print Form the then Complete by Hand](#)

<https://dt5602vnjxv0c.cloudfront.net/portals/14780/docs/picture%20day%20forms/2022%20print%20then%20complete%20-%20picture%20day%20team%20information%20sheet.pdf>

Once you have completed the PDTIS print a copy of it and bring it with you to the park. Having a completed PDTIS will help get pictures taken promptly and get your team to their game on time.

Please note the following when completing the form:

- When completing the Team Roster section, list ALL PLAYERS ASSIGNED TO THE TEAM even if they are not present on Saturday, October 7, Picture Day.
- List players' names as the player wants their name to appear on their trophy (08U and younger) or in the yearbook (for example, list William Smith as Bill Smith if the player wants to be known as Bill).
- List the coaches and team parents (present or not) in the Coaches and Team Parent section.
- If players on the team are not at the park on Picture Day, list those players for a second time in the Missing Players from Picture section.

## Organization and Planning

A little preparation with your team will really help to make everything go smoothly. Here is what we need from you:

1. Please make sure everyone on your team understands that they must arrive 90 minutes before game time (unless your team has one of the arrival time exceptions noted above).
2. If a player is ordering extra prints or a special item, they need to have the completed order form and money with them.
3. Establish a meeting place and time for your team. (Most teams assemble near the snack bar.)
4. Only players, coaches, and team parents will be allowed inside the picture taking area. Please let parents know this ahead of time.
5. Recruit at least one parent to stay with all the team's stuff (equipment, chairs, coolers, backpacks, balls, water bottles, etc.) which must remain outside the picture taking area.
6. Line your players up before you check-in, shortest to tallest.
7. Have fun.

## Regarding Orders for Additional Photos or Special Items

Every player automatically receives, at no additional cost, the basic picture packet:

- 1 – 8"x10" Team picture
- 4 – wallet pictures, and
- 1 – Photo button

If players only want the basic picture packet, DO NOT FILL OUT THE ORDER FORM.

Parents may order additional photos by bringing a completed order form given out on September 24<sup>th</sup> along with payment as set forth on the order form. If the additional photos or special items include parents as part of the picture/item, those parents will accompany the team into the picture taking area.

## Remember – Have Fun