



**Roswell Soccer Club  
2011 - 2012  
Academy Handbook**

**May 2011**

## **Introduction**

The Roswell Soccer Club would like to welcome you as a member of the club for the fall 2011 & spring 2012 soccer year. Whether you are a returning Santos family or a first time one, this document was created to ensure that you have all of the necessary information you will need to be prepared for the upcoming year of soccer.

The Handbook contains:

- An overview of Signing Night; what you can expect to accomplish at the meeting,
- The necessary forms to be completed in advance of the meeting and the key information you'll need to come to the meeting with,
- Information on the initial team treasury payment
- Information on key team functions that you may wish to volunteer for

Again, welcome to the Roswell Soccer Club.

Sincerely,

Helgi Helgason  
President  
Roswell Soccer Club

Aly Wade  
Program Coordinator  
Roswell Recreation and Parks Department

## Signing Night

This meeting is a kick-off the fall 2011 – spring 2012 soccer year. The agenda of the meeting includes:

- Introductory Remarks (RSC President & City Program Representative)
  - Obtain an overview of Roswell Soccer Programs
  - Learn about the key Club initiatives for the upcoming year
- Director of Coaching (Mike Farnham)
  - Obtain an overview of the clubs direction and philosophy
  - Meet the coaching staff
- Individual Team Meetings (Parents meet with your coach and manager)

At the end of the meeting, the following will be accomplished:

- Players:
  - Meet coach & teammates
  - Sign GYSA Commitment Form
  - Sign RSC Player/Parent Commitment Form
  - Try-on Uniform
- Parents:
  - Forms to be completed & returned at Signing Night
    - i. Authorization to Treat a Minor Form
    - ii. Player & Parent Commitment Form
    - iii. Family Membership & Information Form
    - iv. Scholarship Application Form (if applicable)
  - Documents to be returned at Signing Night
    - i. Copy of player's birth certificate
    - ii. Passport size (1x1) picture of player for GYSA Player Pass
  - Documents to be completed at Signing Night
    - i. Uniform sizing sheet
    - ii. GYSA Select Team Registration Roster (must be signed by player's parent)
    - iii. Roswell 5v5 Tournament volunteer sheet - Parents must sign up for hours.
  - Check to be provided to Team Treasurer at Signing Night – see Financial section below for specific details of each season's expenses
    - i. Team Fee (initial or full payment) including Academy fee of \$330, tournaments, miscellaneous expenses, etc.
    - ii. Family Membership Fee (\$75 per family per season, pay the team your youngest child plays on)
    - iii. Pre season camp fee (\$110 pre player) – includes 2 practice t-shirts for season and one soccer ball.
- Coaches:
  - Meet team
  - Set expectations for upcoming season, including; practice routines, pre-season tournaments, off season training program & team events
- Team Managers:
  - Obtain executed documents & materials from each player/family:
  - Provide 5v5 Volunteer responsibilities

**What to do with the information requested to be brought to & handled at Signing Night**

INFORMATION	WHAT TO DO WITH THE INFORMATION
Authorization to Treat a Minor Form	Provide to the Team Manager
Player & Parent Commitment Form	
Family Membership & Information Form	
Copy of player's birth certificate	
Passport size picture of player for GYSA Player Pass (1x1)	
Sign the <b>GYSA Select Team Registration Roster</b>	
Provide availability for <b>Roswell 5v5 Tournament</b> (August 6 & 7) [& other tournaments/camps]	
Scholarship Application Form (if applicable) due by July 15 <sup>th</sup>	Provide to RRPD

**Financial Information:** here are the projected costs for the season – the Team Treasurer will provide the specific amount at Signing Night

Paid to Team Treasurer

- Academy Program Fee: \$330 per season
- Roswell Soccer Club Membership: \$75 per family per season (must be paid with youngest sibling)
- Tournaments: \$50- \$80 per season
- Miscellaneous fees: \$25/season (includes Calling Post telephone message system, coach gift/party, supplies, etc...)
- Pre season camp fees - \$110 per player

Paid to City of Roswell

- City of Roswell fee: \$98 (Resident)/ \$147 (Non-resident) – per season (registration is going on now).

Uniform Cost (Bought online)

- Uniform: \$162 for uniform, hoodie sweatshirt and team backpack (all required).
- **Total Fees: \$688-\$767 / season plus uniform**

Fees are collected at the beginning of each season, in full, or split into 2 or 3 payments/season. *Any excess Academy Program fees, after payment of the trainers for the season, will be given to the Roswell Soccer Club to be put back into the Academy Program.*

## **Key Team Functions**

The success of each team relies on the support of many individuals including the coach, team manager and others. Each team has a number of key positions that are critical. Please review the following Key Team Position Descriptions and let your Team Manager know if you are interested in assisting the team by holding one of these roles.

### **Team Treasurer**

Responsible for managing the team funds, including:

1. Establishing the budget with the Coach & Team Manager
2. Establishing and maintaining a separate team checking account. Never use a personal checking account to handle team funds.
3. Create the account using the following designation:
  - A. Roswell Santos YEAR Girls or Boys (i.e., Roswell Santos 1997 Girls for the rising U15 Girls)
4. Obtain a Visa debit card with the account to use to pay Tournament entrance fees and other team expenses such as CallingPost.
5. Providing an estimated seasonal cost to each family and establishing a payment plan/schedule with options (i.e., Pay in full, pay monthly, pay twice a season)
6. Collecting fees from each family
7. Work with families on the team who are trying to receive scholarship monies.
8. Paying:
  - A. Coach on a monthly basis (end of each month for 4 full months a season)
  - B. Roswell Soccer Club:
    - a. Family Membership Fee for each eligible player
    - b. Any Academy training fee overages (amount paid to team by each family that is not used to pay Coach the monthly training fees), if applicable. Note RRPD will work with the Treasurer to determine if there will be any overages.
  - C. Tournament fees, as applicable
9. Providing regular updates for each family regarding their personal payment status and/or gentle reminders of payments that are due

### **Team Website Coordinator**

Responsible for posting and updating important team information on the individual team website located on the club site, [www.roswellsoccerclub.com](http://www.roswellsoccerclub.com). This may include:

1. Posting team information, i.e. practice days/times, game schedule, tournament dates, etc.
2. Uploading team pictures on the site
3. Posting tournament wins or team standings
4. Relaying any information the coaches need passed on to the team

For more detailed information on how learn about maintaining the team site please contact Jason Kearney at [jkearney@roswellgov.com](mailto:jkearney@roswellgov.com).

### **Uniform Coordinator**

Responsible for managing the uniform ordering & distribution process:

1. Setting up each family in the online ordering system.
2. Making sure everyone has ordered their uniform through the online system.
3. Receiving uniform order at your residence
4. Checking accuracy of order received
5. Sorting and distributing uniforms to individual players (usually at a preseason practice)

### **Tournament Coordinator**

Responsible for handling the details of the team's tournaments:

1. Coordinate with Coach, Team Manager and Treasurer to register team for their tournaments
2. Access tournament information from the [www.gasoccer.com](http://www.gasoccer.com) website
3. Downloading applications, rules, forms, hotel information and directions, as applicable
4. Filing application and paying fee on time (coordinate with Team Treasurer to use the Visa debit card to pay the fee)
5. Communicating tournament dates to team members as early as possible to "save" the dates
6. Filing the appropriate form if attending an out-of-state tournament
7. Collecting signatures of parents and additional medical release forms, if necessary
8. Arranging team check in
9. Providing hotel information, directions, travel time estimates as needed
10. "Blocking" rooms for the team, if desired
11. Investigating restaurant and entertainment availability near tournament
12. Distributing schedules as soon as posted to coach and parents
13. Checking in the team prior to each tournament (may be delegated to another team parent, if necessary)
14. Handling tournament logistics; Schedule & Directions, Hotels & Carpools, as necessary

### **Volunteer Coordinator**

Responsible for coordinating volunteer opportunities and scheduling, when required, for Roswell Soccer Club events such as the 5V5 Tournament, T-shirt sales, fundraisers, etc.

1. See that the team covers the event(s)
2. Relay the names and contact information to the Volunteer Coordinator of the Roswell Soccer Club

### **Event Coordinator**











Responsible for planning team events, such as End of Season party

1. Communicates with the team to establish a date for the end of season party and then arranges the details/collects the money
2. Purchases gifts for the coach and/or trainer, collecting money from the team if the team fund is empty

### **Equipment Manager**

1. Maintains, transports and sets up the team tent, if one is desired
2. Responsible for the team's first aid kit/ice packs and water cooler, if one is maintained by the team

# ROSWELL SANTOS PARENTS CODE OF CONDUCT

-  **WE ENCOURAGE POSITIVE COMMENTS AND CHEERS FOR SPECIFIC PLAYS DURING THE GAMES.** Make athletic participation for your child and others a positive experience. The opponents are necessary friends. Without them your child could not participate. So, applaud good plays by your team and members of the opposing team.
-  **DO NOT GIVE NEGATIVE COMMENTS OR CRITICISM ABOUT ANY OF THE PLAYERS, COACHES, OR REFEREES.** If you cannot say anything positive, don't say anything.
-  **NO COACHING OR INSTRUCTING OF ANY KIND FROM THE SIDELINES.** Only the coach is allowed to coach the team. Parents coaching from the sidelines will only confuse the players.
-  **BE KIND TO YOUR CHILD'S COACH.** All concerns, and input about your child, should never be done during a game. Set up an appointment to discuss issues with the coach.
-  **NO DISSENT WITH THE REFEREES:** There is a mechanism for coaches to give formal feedback regarding the referee's performance should there be a problem with a referee. The coach should be the one that handles any issues with the referees. Accept their decisions and move on.
-  “Between the exuberance of the winner and the disappointment of the loser we find a person called a referee. All of them follow the same creed to watch every move of every player and to call the game to the best of his/her ability. Do not openly question his/her judgment and never the honesty. He/she is a symbol of fair play, integrity and sportsmanship”.
-  **ACCEPT THE RESULTS OF EACH GAME.** Encourage the child to be gracious in victory, and turn defeat to victory by working towards improvement.
-  **AVOID ENCROACHING BEYOND THE PARENTS DESIGNATED AREA UNTIL THE GAME HAS ENDED.** Players need to maintain their focus during the game. They are already under enough pressure.
-  **CONTROLLING NEGATIVE EMOTIONS.** If the team's performance produces strong emotions (negative) in you, you need to step back and take a deep breath and suppress these emotions. Be positive and remember not to lose the focus. This is about the KIDS!
-  **I UNDERSTAND** that violation of this Code may result in me being asked to leave the playing field.

## **Roswell Soccer Club Player Commitment**

As a Roswell Santos player, I understand that the difference between being ordinary and being extra-ordinary is a little extra effort. I understand that wanting to win on the day of the game is worth nothing unless I have the will to prepare to win before the day of the game. So that I might be the best player and team member that I am capable of becoming, I promise to do the following:

1. I promise to arrange my schedule so that I can come to practice regularly and on time, and to participate in scheduled games and tournaments.
2. I promise to work hard at practice to improve my soccer skills and my understanding of the game.
3. I promise that, at practice, I will give the coaches my full attention. When the coaches are talking, I will stop talking, keep my ears open, and my eyes on the coaches. I will not distract others during the practice session.
4. I promise to do whatever is asked of me on the soccer field, without complaining, for the good of the team.
5. I promise to always encourage, and never to criticize my teammates.
6. I promise to always hustle, and never to quit, until the game is over.
7. I promise to come to each game, on time, well rested, and with an attitude that says -- "It may be difficult, but I believe that we can win."

*“Make Great Habits – Habits Make You Great”*

**Roswell Soccer Club**  
**Roswell Santos Player & Parent Commitment Form**

Player Name: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone # (home) \_\_\_\_\_ (work) \_\_\_\_\_

Phone # (Mother cell) \_\_\_\_\_ (Father Cell) \_\_\_\_\_

Email address - Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Team Name: \_\_\_\_\_ Team Age & Level: \_\_\_\_\_

**Player Commitment**

I have read and agree to the Player Code of Conduct and understand that I am making a 1 year commitment to my team

\_\_\_\_\_  
(Player's Signature)

\_\_\_\_\_  
(Date)

**Parents Commitment**

We/I have read the Roswell Soccer Club Academy Handbook and:

- Understand the specifics of the program my child is participating
- Understand that my child is making a 1 year (Spring & Fall seasons) commitment to their team commencing with the fall season of the year this agreement is signed
- **Agree to pay the Financial Obligations associated with my child making a 1 year (Spring & Fall seasons) commitment – even if my child does not participate in the Roswell program**
- **Understand that failure to satisfy these financial obligations could result in future suspension of entire family from *all* Roswell Recreation & Parks Department programs. Any deviations from this policy must be approved in writing by the RRPD.**
- Agree to the Parents Code of Conduct and Parents Conduct at Games
- Agree to Volunteer as requested to assist the Roswell Soccer Club

\_\_\_\_\_  
(Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

**New  
2011**

# ONLINE UNIFORM ORDERING PROCESS!

## Introducing a new easier way of uniform ordering!

Lloyd's soccer has partnered up with TUO Systems to simplify and make the uniform ordering process a breeze. After signing night, you will receive an email invitation, from your team manager, to join the online store. Once you join the online store you will be able to select the appropriate size for each required item of the uniform kit for the upcoming season. You will also be paying by credit card, so no matter if you are on vacation or not you will be able to get your uniform order in on time! Once the teams order is complete, it will be shipped to the team manager or uniform coordinator, who will then distribute each kit to each player, making the whole process smooth and seamless.

### How does it work?

1. You will provide the team manager with the email address of your choice and also the number your son or daughter wants on their jersey.
2. The team manager will then input your email address and your son or daughters number into the online ordering system. Once inputed the system will send you an email invite to join the online store.
3. Once you are logged into the online ordering system you will be able to select the appropriate size for each item and then place your order!

### Important Information

- The deadline to get your uniform order in is two weeks after signing night; this deadline will ensure that you get the uniform in time for the season. After this date you will no longer be able to order your uniform through this system.
- Players must pay for their uniform online using a credit/debit card.
- Once the full team order is complete the order will be shipped in bulk to the team manager/uniform coordinator who will distribute to the team.

# 2011 Adidas Uniform Sizing



## Tabella 11 Jersey Cobalt/White

Both color jerseys must be purchased.

YS YM YL YXL AS AM AL AXL



## Tiro 11 Short Cobalt/White

Both color shorts must be purchased.

YS YM YL YXL AS AM AL AXL



## Copa Zone Cush Sock Cobalt/White

Both color socks must be purchased.

Sock Size:	XS	S	M	L
Youth Shoe Size:	9c-1y	13c-4y	4y-6	N/A
Women's Shoe Size:	N/A	N/A	5-9.5	10-12
Men's Shoe Size:	N/A	N/A	5-8.5	9-13



## Tiro 11 Jacket Cobalt

Required for U13-U19.

YS YM YL YXL AS AM AL AXL

## Tiro 11 Pant Black

Required for U13-U19

YS YM YL YXL AS AM AL AXL



## Estadio Team Backpack Cobalt

One size, required for all Academy/Select players.



## Hoodie Sweatshirt

Required for U9-U12

YS YM YL YXL AS AM AL AXL

# AUTHORIZATION TO TREAT A MINOR

(I) / (We), the undersigned, parent(s) or legal guardian of \_\_\_\_\_ a minor, do hereby consent to any X-ray examinations, and hospital care which is deemed advisable by, and is suggested, recommended, prescribed or directed by any physician or surgeon duly licensed to practice in the State of Georgia.

It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatments will not be withheld if the undersigned cannot be reached.

This authorization shall remain in effect until **June 30, 2012**, unless sooner revoked in writing delivered to said agent(s).

CHILD'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ LAST TETANUS/DIPHTHERIA BOOSTER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

ALLERGIES TO DRUGS OR FOOD: \_\_\_\_\_

ANY SPECIAL MEDICATION OR PERTINENT INFORMATION: \_\_\_\_\_

PARENT OR LEGAL GUARDIAN: (PRINT) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TELEPHONES WHERE PARENTS OR GUARDIAN MAY BE REACHED:**

FATHER'S NAME: \_\_\_\_\_ Business Phone: \_\_\_\_\_

MOTHERS'S NAME: \_\_\_\_\_ Business Phone: \_\_\_\_\_

LEGAL GUARDIAN: \_\_\_\_\_ Business Phone: \_\_\_\_\_

FAMILY PHYSICIAN: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**AUTHORIZATION (Please Sign):** \_\_\_\_\_



**NO, I DO NOT WISH TO SIGN THIS AUTHORIZATION.**

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

***PLEASE RETURN THIS FORM TO YOUR COACH AS SOON AS POSSIBLE. THIS AUTHORIZATION IS FOR THE COACH TO KEEP WITH THEM AT ALL TEAM FUNCTIONS IN CASE OF EMERGENCY. DO NOT TURN THIS FORM IN TO ANY OF THE RECREATION CENTER OFFICES.***

Received By: \_\_\_\_\_ Date Received: \_\_ / \_\_ / 2011

## Family Membership & Information Form

Player's Name		Season Fall 2011 – Spring 2012	
Father's Name		Mother's Name	
Street Address			
City		State	Zip
Home phone	Father's cell phone	Mother's cell phone	
Father's email address		Mother's email address	
<b><i>Other Roswell Soccer Club Players</i></b>	<b><i>Age</i></b>	<b><i>Team/Coach</i></b>	
	U-		
	U-		
	U-		
	U-		
<p><b><i>The Roswell Soccer Club membership fee is \$75 per family, per season. The Roswell Soccer Club uses this fee for the improvement and enhancement of the soccer program in Roswell, GA. Program registration fees, training fees, and tournament fees are not included in the Roswell Soccer Club membership fee.</i></b></p> <p><b><i>For families with more than 1 Academy &amp;/or Select team player(s), pay the fee to your youngest child's team. This fee will be paid as part of that child's team seasonal fees.</i></b></p>			
<p><b>Player's T-shirt Size</b> [for practice t-shirts]</p> <p> <input type="checkbox"/> Youth Medium              <input type="checkbox"/> Youth Large              <input type="checkbox"/> Youth X-Large  <input type="checkbox"/> Adult Small              <input type="checkbox"/> Adult Medium              <input type="checkbox"/> Adult Large              <input type="checkbox"/> Adult X-Large         </p>			
Parent Signature			Date

Received By: \_\_\_\_\_

Date Received: \_\_ / \_\_ / 2011

# **Roswell Santos 5v5 Summer Blast Tournament**

## **Volunteer Assignments**

These are the assignments per team on a broad scale. Once you break into your team meetings, the volunteer slots will be in a 1 or 1 ½ hour time slots, throughout your teams designated time window.

### **Girls**

- U10 Girls Academy – Field Marshalls - Sunday August 7<sup>th</sup> – 8:30am-6:00pm
- U11 Girls Academy – Score Runners – Sunday August 7<sup>th</sup> – 9:00am-6:00pm
- U12 Girls Academy – Field Marshalls – Saturday August 6<sup>th</sup> – 8:30am-6:00pm
- U13 Athena Elite – Food Help – Saturday August 6<sup>th</sup> – 9:00am-12:00pm
- U13 Athena Premier – Water/T-shirt Sales – Sunday August 7<sup>th</sup> – 8:30am-5:00pm
- U14 Athena Elite – Hospitality Room – Saturday August 6<sup>th</sup> – 8:30am-6:00pm
- U15 Athena Elite – Concessions – Saturday August 6<sup>th</sup> – 1:00pm-6:00pm
- U15 Athena Premier – Concessions – Saturday August 6<sup>th</sup> – 9:00am-1:00pm
- U17 Athena Elite – Concessions – Sunday August 7<sup>th</sup> – 1:00pm-6:00pm
- U17 Athena Premier – RSC Food Tent – Saturday & Sunday – 11:00am-2:00pm

### **Boys**

- U10 Boys Academy – Score Runners – Saturday August 6<sup>th</sup> – 9:00am-6:00pm
- U11 Boys Academy – RSC T-shirt Stand – Saturday August 6<sup>th</sup> – 8:30am-6:00pm
- U12 Boys Academy – Score Runners – Sunday August 7<sup>th</sup> – 9:00am-6:00pm
- U13 Classic Premier – Hospitality Room – Sunday August 7<sup>th</sup> – 8:30am-1:30pm
- U14 Classic Premier – Hospitality Room – Sunday August 7<sup>th</sup> – 1:00pm-6:00pm
- U14 Classic Select – Water/T-shirt Sales – Saturday August 6<sup>th</sup> – 1:00pm-6:00pm
- U15 Classic Premier – Concessions – Sunday August 7<sup>th</sup> – 9:00am-1:30pm
- U16 Classic Elite – RSC T-shirt Stand – Sunday August 7<sup>th</sup> – 8:30am-6:00pm
- U17 Classic Elite – Water/T-shirt Sales – Saturday August 6<sup>th</sup> – 8:30am-1:30pm
- U19 Classic Elite – Score Runners – Saturday August 6<sup>th</sup> – 1:00pm-6:00pm
- U19 Classic Premier – Score Runners – Saturday August 6<sup>th</sup> – 9:00am-1:30pm

**ROSWELL RECREATION & PARKS DEPARTMENT  
Parent Tournament Permission Form**

TEAM NAME: \_\_\_\_\_

COACHES NAME: \_\_\_\_\_

PLAYERS NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMERGENCY TELEPHONE: \_\_\_\_\_

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LOCATION OF TOURNAMENT: \_\_\_\_\_

DATE OF TOURNAMENT: \_\_\_\_\_

NAME OF PARENT/GUARDIAN: (Please Print) \_\_\_\_\_

**I, the undersigned, state that my child has permission to travel out of state with his/her Roswell Recreation and Parks Department team. I have been made aware of transportation, lodging, and all other arrangements pertaining to this trip and by my signature, give my approval for my child's participation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent/guardian)

**(This form is used only if a child is traveling to an out of state tournament without a parent or legal guardian.)**