



Roswell Soccer Club
2011 - 2012
Classic/Athena 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 and

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 to the fall 2011 – spring 2012 soccer year. The agenda of the meeting includes:

- Introductory Remarks (RSC President & City Program Coordinator)
 - 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 (Your player(s) Coach & Team 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 brought to 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 sign up for volunteer hours, every spot in assigned time slot must be filled.
 - Checks to be provided to Team Treasurer at Signing Night – see Financial section below for specific the details of each season's expenses
 - i. Team Fee (initial or full payment) for training, tournaments, miscellaneous expenses
 - ii. Family Membership Fee (\$75 per family per season, payable to the Academy or Select team your youngest child plays on)
 - iii. Pre-season camp fee (\$1300 per team divided by the number of players)
- 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	
Sign the GYSA Select Team Registration Roster	
Provide availability for Roswell 5v5 Tournament (August 6 & 7 & other tournaments/camps)	Provide to RRPD
Scholarship Application Form (if applicable) due July 15 th	

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

- Trainer fee: \$250 – \$400 per season
- Roswell Soccer Club Membership: \$75 per family per season (must be paid with youngest sibling)
- Tournaments: \$80- \$100 per season
- Miscellaneous fees: \$25/season (includes Calling Post telephone message system, coach gift/party, supplies, etc...)
- Pre season camp – mandatory for all players – team fee is \$1300 & includes 2 practice t-shirts for each player and one soccer ball.

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: \$222, includes mandatory warm up and bag

Total Fees: \$528-\$747 / season plus uniform and team camp

Fees are collected at the beginning of each season, in full, or split into 2 or 3 payments/season.

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 1999 Girls for the U13 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 month for 4 full months a season)
 - B. Roswell Soccer Club
 - C. Family Membership Fee for each eligible player
 - D. 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. 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.

Uniform Coordinator

Responsible for managing the game 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 ordering 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 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	
<i>Other Roswell Soccer Club Players</i>	<i>Age</i>	<i>Team/Coach</i>	
	U-		
	U-		
	U-		
	U-		
<p><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></p> <p><i>For families with more than 1 Academy &/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></p>			
<p>Player's T-shirt Size [for practice t-shirts given at mandatory pre-season camp]</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 7th – 8:30am-6:00pm

U11 Girls Academy – Score Runners – Sunday August 7th – 9:00am-6:00pm

U12 Girls Academy – Field Marshalls – Saturday August 6th – 8:30am-6:00pm

U13 Athena Elite – Food Help – Saturday August 6th – 9:00am-12:00pm

U13 Athena Premier – Water/T-shirt Sales – Sunday August 7th – 8:30am-5:00pm

U14 Athena Elite – Hospitality Room – Saturday August 6th – 8:30am-6:00pm

U15 Athena Elite – Concessions – Saturday August 6th – 1:00pm-6:00pm

U15 Athena Premier – Concessions – Saturday August 6th – 9:00am-1:00pm

U17 Athena Elite – Concessions – Sunday August 7th – 1:00pm-6:00pm

U17 Athena Premier – RSC Food Tent – Saturday & Sunday – 11:00am-2:00pm

Boys

U10 Boys Academy – Score Runners – Saturday August 6th – 9:00am-6:00pm

U11 Boys Academy – RSC T-shirt Stand – Saturday August 6th – 8:30am-6:00pm

U12 Boys Academy – Score Runners – Sunday August 7th – 9:00am-6:00pm

U13 Classic Premier – Hospitality Room – Sunday August 7th – 8:30am-1:30pm

U14 Classic Premier – Hospitality Room – Sunday August 7th – 1:00pm-6:00pm

U14 Classic Select – Water/T-shirt Sales – Saturday August 6th – 1:00pm-6:00pm

U15 Classic Premier – Concessions – Sunday August 7th – 9:00am-1:30pm

U16 Classic Elite – RSC T-shirt Stand – Sunday August 7th – 8:30am-6:00pm

U17 Classic Elite – Water/T-shirt Sales – Saturday August 6th – 8:30am-1:30pm

U19 Classic Elite – Score Runners – Saturday August 6th – 1:00pm-6:00pm

U19 Classic Premier – Score Runners – Saturday August 6th – 9:00am-1:30pm

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

TEAM NAME: _____

COACHES NAME: _____

PLAYERS NAME: _____ BIRTHDATE: _____

ADDRESS: _____

TELEPHONE: _____ EMERGENCY TELEPHONE: _____

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: _____
(parent/guardian)

Date: _____

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