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United States Youth Soccer Region III ODP Camp—Boys State Team Administrators Camp Duties

Welcome to the 2009 US Youth Soccer Region III ODP Camps. We hope your experience is rewarding and enjoyable. This letter is very important and reviews your duties as State Team Administrator while at Region camp.

Your primary responsibility is to ensure the players have a safe and enjoyable time at camp. You must be with the players **AT ALL TIMES**. You will not have the opportunity to leave the presence of the players as the coaches may do. If you must leave for an emergency, it is your responsibility to find a responsible adult to take charge of the team in your absence, who has been educated on the responsibilities described in this document.

KEEP PAPERWORK WITH YOU AT ALL TIMES: Team Roster, Medical Release forms, Medical History Questionnaire, copy of insurance card and Contact Numbers. Your state should provide you with a folder/notebook containing all information.

Airlines and Tickets - You need to obtain every players' airline ticket upon boarding the plane (if applicable) to camp and keep them until the players leave camp. Make sure the holdover players have their tickets before you and the team go back to the airport to travel home.

Attend Administrator Meetings. Post a daily schedule on the outside of your door so everyone can read it. Set a time and a place for the team to meet and go to breakfast. Be consistent and prepared. Try to stay one or two steps ahead of the players.

Room Assignments - Make a copy of player room list/dorm room assignments. The head coach will assign rooms and no room switching shall be allowed. The players are responsible for any damage done in their assigned room and for the keys to that room. Meet the team in the lobby of the floor of your assigned rooms and issue the keys and ribbon/string to each player for their assigned room. Set a meeting time for the team to meet after they have put their luggage in their room.

Uniform distribution & collection of uniforms. You will issue the uniforms to the players according to the numbers on the roster. Do not switch numbers. **YOU ARE RESPONSIBLE**

FOR THE COLLECTION OF ALL ELEMENTS OF THE UNIFORMS AT THE END OF CAMP.

Coordinate daily uniform cleaning. You will be responsible for the coordination of the daily uniform laundry. Keep a laundry log. Your state will supply the quarters and the laundry detergent but it is up to you to collect them after each game and see that they get washed. You can get the players to help with this task.

Meet daily with head coach. Keep in touch and make sure all of you are on the same page. Discuss each day's needs with the state staff and find out where the team is expected to be and at what time. As an example, you have a game at 6:00pm, and the coach wants them on the field to warm-up 30 minutes before the game. The team needs to be meeting with their uniform on by 5:00pm and walking to the fields no later than 5:15pm.

Supervise players at all times away from the fields. Be observant of the players and their health and safety. Watch for players who are not drinking enough water or eating enough food. Players and adults should be instructed to eliminate caffeine while at camp as it contributes to the dehydration of the body. Ensure the use of sun-block to avoid sunburns and heat stroke.

Must have medical information on hand all day. If a player is injured and needs to go to the hospital for treatment, you will need to pull the Medical Release, Medical History Questionnaire and insurance card for that player, give the rest of the team's Medical Releases to the adult who is left in charge of the rest of the team. You must go with the player to the hospital. Make sure you get a phone number of the medical trainer or someone at the camp that you can call from the hospital. When the player has been treated and released then you can call someone to transport you back to camp. It will not be the medical trainers transporting the injured player to the hospital it will be you. So you will need to get a map and directions to the facility that the medical trainer instructs you take the injured player. The Region Administrative Staff will provide you with a vehicle if you do not own one of your own. You must inform your state DOC and the Region Camp Director (Christie Clark) on-site.

Ensure the safety and welfare of your players. Please be observant of proper safety procedures including hydration, nutrition, and protection from the sun. Any injury should be evaluated by one of our trainers who are on-site. A trainer will be available 24 hours by calling the Camp Director of the respective camp. Any injury requiring transportation to the emergency room must be reported to Region III Staff.

Follow the weather. The Region staff will make determinations regarding play, in regards to weather. A lightning detector will be monitored at camps. If it is required to clear the fields due to the likelihood of a lightning strike, a horn will be sounded. All individuals should proceed to appropriate shelters. Region III policy requires that the threat be resolved for 30 minutes prior to returning to the outdoors/fields.

Disciplinary Issues. We anticipate a smooth event, and your adherence to the above noted activities will prevent any player-related problems. Use of alcoholic beverages for anyone under 21 years of age shall result in dismissal from camp. Use of illicit drugs shall result in dismissal from camp. Theft

or defacement of property (personal or University) shall result in dismissal from camp. The Regional ODP Administrator and Camp Director have the final say in resolving any disciplinary issue(s). The respective State may determine the need for any additional penalty.

If there is a disciplinary issue regarding any of your players, you must immediately inform the team administrator, your DOC, and the on-site Region Camp Director (Christie Clark) who will communicate with the Region III ODP Administrator (André Burger). A decision regarding the outcome of the player(s) participation will be made by this group. The State President and DOC shall be notified by phone and/or email of any disciplinary action taken, respective to a player from their state.

Credentials. As an adult at camp, you must always wear your credentials on and off the field. If an adult is seen without credentials, he/she will be stopped by Region staff to determine his/her purpose. Adults without credentials will not be allowed within the dorms or cafeteria.

Check In/Out.

- The team administrator and coach must be prepared to register, not earlier than 10:30AM on the first scheduled day of camp.
- Team ONLY check in is allowed. It is expected that individual players/parents will wait patiently for their respective team administrator/coach.
- The site of registration will be 1st floor **Burke Hall - West**. Map of the campus is linked to the Region III ODP website.
- Except in the case of inclement weather, all players must wait outside the building used for registration.
- It is the responsibility of each state to verify the accuracy and completeness of each player's forms prior to registration.
- **Every player must have an original and one copy of the following documents prior to being allowed to participate in any field activity. *No other versions will be accepted. This means your state ODP forms will not be accepted.* The originals will be given to the Region upon registration.**

Region III ODP Player Medical Release Form

Region III Medical History Questionnaire (and copy of Proof of Insurance)

- Each state must have completed the on-line registration. Your rosters will have been printed by Region staff and will be waiting at check-in. Rosters will be able to be changed on-line and reprinted if necessary. This will result in a delay in the check in. All player data and code of conduct information will be included in the on-line registration.
- At the end of camp, the Region will keep the paperwork of any player selected to the pool and return the others to the state.

- States should plan return transportation after 12:30pm of the last day of the session.
- All other attending adults will need to register at time of arrival to camp. Adults will need to provide their driver's license in order to be issued their Region III Camp Credentials.

Dormitory/Campus.

- Every player and staff in a state delegation must bring their own bed and bath linens.
- If something is/becomes broken report it to the camp coordinator and University staff ASAP.
- It is recommended that each player call home ASAP after arrival.
- Players are expected to respect ALL camp staff (Regional, State and University) other players and property.
- After assignment, any room changes MUST be coordinated with the Regional and University staff.
- The room is the responsibility of those assigned. If something is broken/vandalized THE INDIVIDUALS IN THE ROOM are responsible for it.
- The Region **will** assess damages and lost key charge (\$50) to the respective state(s) after camp. Please DO NOT send money for keys/damages with the team fees.
- Cleanliness in the common areas (halls, bathrooms, etc.) is the responsibility of the respective states on a wing/floor.
- Rooms and residence hall areas (inside and out) must be kept clean and tidy.
- State staff is encouraged to inspect each room daily.
- Everyone is responsible for ALL trash (in/around the rooms, dorms, and fields).
- Rooms must be locked in order to discourage theft.
- After registration ONLY players and state, Regional and University staff (no pets, girlfriends, family, etc.) are allowed above the ground floor of any dorm.
- **No bouncing balls within the dormitory.** The State team administrator should collect the balls while in the dormitories. Any balls collected by Regional and/or University staff will not be returned until camp has been dismissed.
- **LIGHTS OUT is 11:00PM.**
- Except in the case of emergency, players MUST NOT leave campus EVEN WITH PARENT(S) OR GUARDIAN(S). If a parent wants to chauffeur a player they'll have an immediate opportunity to take him home.

Games.

- Parents, Family, Guardians are encouraged to attend games and training sessions and are *discouraged from visiting with the players while in the dorms or cafeteria and will be asked to view the field activities from the sideline opposite the players and coaches.*
- In order for coaches to have an open and professional dialogue, **ONLY STAFF WITH CREDENTIALS** are allowed on the same sideline as the team during games.
- Players are not allowed to wear boxer shorts during games and training sessions.
- State staffs are responsible to ensure that all players wear approved (and age/size appropriate) shin guards at all training sessions and games.

Medical.

- Any charges incurred at the hospital are the responsibility of the player, parent/guardian (their insurance company) or state association.

Players.

- Are expected to use their good judgment at all times and are responsible for their actions and deeds.
- Should bring personal medical supplies, bed and bath linens, toiletries, other personal necessities, a soccer ball, shin-guards and enough training clothes for the event.
- Any player that drives to camp is required to turn in the keys to the administrator upon check in.
- No knives of any kind are permitted in camp.

Thank you for your attention to these requests. If you need any assistance at camp, please contact the respective Region III Camp staff.

Sincerely,

André Burger
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