



## United States Youth Soccer Region III ODP Camp-Girls State Team Administrator's Camp Duties

Welcome to the 2010 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 the State Team Administrator assigned to your team while at Region III camp.

Your primary responsibility is to ensure the players have a safe and enjoyable time while at camp. You must remain with your players **AT ALL TIMES**. You will not have the opportunity to leave the presence of your players as the coaches may do. You'll need to escort them to and from all events, games and training. If you must leave for an emergency, The Region III staff will help in the responsibility of your team in your absence,

There will be a **mandatory all camp meeting** at 4:00 PM the first day of camp. You'll be provided the location upon check in. There will be training scheduled for the first day following that meeting. Time and place will be communicated to you at that meeting as well. We suggest that you post a daily schedule on the outside of your dorm door so everyone on your team can read it and know what times to train, eat meals, etc. Be consistent and be prepared. Try to stay one or two steps ahead of the players!

**KEEP PAPERWORK WITH YOU AT ALL TIMES:** This means even to meals and back. You'll need to carry your team roster, medical release forms, copy of the insurance card and important contact numbers.

**NEW THIS YEAR:** We will have a camp store available for all attending camp; this store will be located right inside the main entrance to Ramsay. We will be selling snacks, Gatorade, water as well as clothing items including several different logo shirts, warm up pants and jackets all at great prices affordable to all.

**Airlines and Tickets** – You'll need to obtain every players' airline ticket upon boarding the flight (if applicable) to camp and keep them until the players leave camp. Your state has provided us with your travel information. If you're arriving by air, buses will be outside the baggage claim area at Birmingham airport to transport you to the University. Please make sure you have all of your players upon boarding the buses. There will be Region staff there to direct you to the appropriate buses. There may be buses there to pick up the boys for transport at the same time so make sure you get on the correct buses for **GIRLS** camp.

**Attend Administrator Meetings.** The Camp Director will have an administrator meeting each day after lunch. The time will be announced in the camp meeting on the first day of camp. Generally, this will be each day after lunch. This will be your opportunity to discuss problems, ask questions and report any injuries or illnesses. Each injury or illness requires an incident report to be filled out. These will be in the camp office in Ramsey Center.

**Room Assignments** – You'll be given a set of room keys for your team at check-in along with a paper to assign each player's room. You'll be given instructions on where to turn in the original to the camp office when you check-in. Make sure you keep a copy.

Remind the players that they are totally responsible for any damage that occurs while they are there as well as their keys. There is a \$30 charge for lost keys that the university charges Region III so you'll need to collect that and pay it at checkout time. Once you assign room numbers, there will no switching of rooms allowed.

**Uniform distribution & collection of uniforms** – You will issue the uniforms to the players according to the numbers on the roster. Do not switch numbers as the rosters are given to college and regional coaches at the beginning of camp to identify players.

**Laundry** – Each dorm has washers and dryers for your use. If you desire to send your laundry out each day, contact Danny Young at 205-665-6593 or 205-451-7809.

His email is [youngd@montevallo.edu](mailto:youngd@montevallo.edu). He will give you his rates and instructions.

This is an independent contract person and is not affiliated with Region III.

**Communication** – Region III staff will collect a contact name and phone number from you at check-in for emergencies. There could be changes in schedules, etc that may need to be communicated to you. Make sure you have your coaches contact information as well because there will be no males allowed in any of the dorms at any time.

**Medical information** – Michael Chadwick is the head trainer at the University of Montevallo. His staff will be on duty at all training and games as well as certain times during the day. He will give you the training room hours on the first day of camp.

You'll need that information so you can determine what times to send your players for taping, injuries, etc. prior to games and field training times.

**Ensure the safety and welfare of your players** – Please be observant of proper safety procedures including hydration, nutrition and protection from the sun. The trainers on site should evaluate any injury. Any injury requiring transportation to the emergency room must be reported to the Region III Staff. Transportation will be provided by the Region III staff as necessary.

**Weather** – It is very hot and humid at Montevallo. There are usually showers at some time during each day. The Region staff always monitors the weather. The training staff is equipped with lightening detectors and will sound the horn to clear the fields in case of inclement weather or approaching lightening. All individuals will need to clear the fields immediately and proceed to your dorms. You'll be notified as to when to return. We cannot control the weather, we will do our best to keep you informed of schedule changes.

**Credentials** – All adults at camp will be provided with a credential badge at check in which must be worn at all times. If an adult is seen without credentials, the Region staff to determine his/her purpose will approach him/her. Adults without credentials will not be allowed within the dorms or cafeterias. All necessary phone numbers will be listed on the back of the credentials.

**Meals** – The cafeteria will be open at the following times:

Breakfast	6:00 to 8:30 am
Lunch	11:30 to 2:00
Dinner	4:30 to 7:00 pm

You'll need to coordinate your meal times according to your game and training schedules that will be provided to your coaches the first day of camp.

**Please do not allow your teams to come to meals dressed in any pajamas or boxer shorts. If they arrive in that attire, they will be sent back to their rooms to change.** They need to come to meals as a team and not individuals and must be accompanied by an adult. No cleats or bare feet will be allowed in the cafeteria. They are responsible for the cleanliness of the cafeteria and will need to clear their tables of trash, trays, drinks, etc before leaving the cafeteria. If this is not done, Region staff may ask that the entire team return to the cafeteria for "clean up duty". We suggest that you assign two players for each meal to make sure this is done. Please ask them to be respectful to the cafeteria staff and other patrons at all times. There will be other groups dining in the cafeteria besides Region III.

**Check in/out** – Teams will begin checking in after 10:00 AM on the first day of camp and will check out by 1 pm on the last day of camp. Only team administrators may check a team in. Individual players will not be allowed to check in themselves. They'll need to wait until their team administrator has arrived.

**Check in will be at the dorm in which you are staying.** If you're arriving by bus have the players remain on the bus until the administrator has checked in the team and been given their dorm assignments. This might keep your players from having to carry luggage, etc across campus. No parents will be allowed beyond the first floor of the dorms. The players will need to carry their own luggage, equipment to their rooms. They CAN do it and must, so please communicate to your parents that are bringing their players that Region III staff will not allow the parents beyond the lobby.

**Registration** – Please have your Region III ODP Player Medical Release Form and a copy of the current player's insurance card ready for review at the check in. Each state should have completed the on-line registration so 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 at check in. All player data and code of conduct information will be included in the on-line registration.

**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 immediate dismissal from camp. Use of illicit drugs shall result in immediate dismissal from camp. Theft or defacement of property (personal or University) shall result in immediate dismissal from camp. The Regional ODP Administrator and Camp Directors 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 staff, the state DOC, and the on-site Region Camp Assistant Director (Sue Slater) who will communicate with the Region III ODP Administrator (Michelle Cox). This group will make a decision regarding the outcome of the player(s) participation.

The State President and DOC will be notified by phone and/or email of any disciplinary action taken to a respective to a player from their state.

Thank you for your attention to these requirements. We hope that these guidelines will help provide a positive experience at camp for you and your players. If you need any assistance at camp, please contact the Region III Camp staff at the Ramsay Center.

Sincerely,

Michelle Cox  
Region III ODP Girls Administrator  
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