



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

Welcome to the 2017 US Youth Soccer Region III ODP Camps. 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, it is your responsibility to find another adult to take charge of your team in your absence, who has been educated on the responsibilities described in this document. (Region III Staff will help as needed)

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, and copy of the insurance card. (This can be on a thumb drive)

Attend Administrator Meetings. The Camp Director will have an administrator meeting each day after lunch. The time will be announced in the all camp meeting on the first day of camp. Generally, this will be each day after lunch. If you're not able to attend the daily meetings, send a representative.

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 responsible for any damage that occurs while they are there as well as their keys. There is a \$50 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.

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. 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.

Parents – Parents are allowed to watch any training sessions and games. If schedule permits, players can talk to parents at the field after games or trainings. **Parents are not allowed in the dorms past the lobby, they are not allowed to go to player's rooms to drop off or pick up. Parents are not allowed to take players off campus for any reason other than emergency.**

Early Departure or Medical Leave – Player must be checked out of camp by the Region III Staff, the person taking player off campus must show ID and complete departure form before release.

Medical information – Marcello Galafassi 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 are onsite should the need to evaluate any injury. Any injury requiring transportation to the emergency room must be reported to the Region III Staff.

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.

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. Adults without credentials will not be allowed within the dorms or cafeterias.

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

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

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 not individuals and accompanied by an

adult. No cleats or bare feet will be allowed in the cafeteria. Players and staff 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 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.

Disciplinary Issues – We anticipate a smooth event, and your adherence to the above noted activities will prevent any player-related problems. **There is an ABSOLUTE ZERO BULLYING POLICY any violation of this policy will be an immediate dismissal from camp.** 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 administrator, your DOC, and the on-site Region Camp Director. 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 in respect to a player from their state.

Thank you; please let us know if we can help you in any way during your time at camp. We understand what a time consuming task you have taken on and are here to help.

Regards,

Michelle L Cox
Program Director
Region III GODP
United States Youth Soccer Association