



U S YOUTH SOCCER ASSOCIATION REGION III OLYMPIC DEVELOPMENT PROGRAM GENERAL ADMINISTRATOR RULES FOR EVENTS

AT EVENT:

- ❖ Your first responsibility is to the health and safety of your players **24/7**. Get to know them, note any medical problems and be on hand to assist them with any problems.
- ❖ Remember the Region III motto: *EARLY IS ON TIME, ON TIME IS LATE!*
- ❖ Insist that all players keep their belongings in a neat, safe manner. **ALWAYS** lock your room door and take your key. Do not use a latch to keep your door open.
- ❖ Be aware of risk management procedures (seat belts in use, no parents allowed in dorm/hotel room, etc.). When conversing with a player in a room, 2 adults should be present, or the door must be left open. Players should be fully clothed outside their room.
- ❖ All players should travel in groups of 2, or more. They may not leave the hotel unless accompanied by their adult chaperone.
- ❖ Parents are only allowed at the games and practices, and may only watch from the designated areas. Parents should never engage in conversation with Regional or college coaches, and may only talk to their child after a game.
- ❖ Encourage lots of liquids and water. Watch to ensure players are eating!
- ❖ Post any information that is important to your team on your room door, and encourage your team and coaches to check it often.
- ❖ Cell phones must be kept in players' room. No player cell phones will be allowed at the field, on the bus/van, or in the dining room. No cell phone usage after lights out. Set your own guidelines for cell phone usage within these parameters.
- ❖ Enforce curfews - we all need our rest.
- ❖ Be considerate of others on your floor. You may be on different schedules, requiring some of you to rest while others are preparing for a game or training session. There may be non-soccer people staying at the hotel – respect everyone's need for quiet.
- ❖ Respect everyone and all facilities. We are guests at each facility/hotel/field. Leave a place cleaner than you found it, treat employees with respect and please follow all rules.
- ❖ Shoes or sandals must be worn at all times outside your room.
- ❖ Fill out an incident report for behavior problems, and turn it in to the Regional Administrator. All behavior problems will be handled first by you as the staff member, then by the Regional Administrator and coach if necessary. The Code of Conduct will be enforced.
- ❖ Follow the team schedule, and be on time to meals, meetings, trainings, games, etc. Schedule study time as available.
- ❖ Please gather all of your belongings and any trash when exiting the bus/van.
- ❖ All staff and players wear a Region III/NTSSA shirt to **EVERY** meal. Travel as a team to meals and training.
- ❖ Organize daily schedules with coaches/travel staff; organize flight schedules for arrival/departure.
- ❖ Responsible for team uniform laundry.
- ❖ In charge of discretionary funds. Must keep up with all receipts for reconciliation of these funds as well as any receipts for reimbursement. Funds to be used only when necessary on pre-approved items which include: laundry, baggage costs, medical expenses if needed (we do not pay for anything unless it's absolutely necessary).
- ❖ Administrators and Trainers are expected to assist each other at events with all responsibilities.
- ❖ Someone must always be available at the dorm/hotel each evening and a Trainer should always be available or able to be contacted with short notice if any situation arises. Players/staff should all be made aware of who is available, and where they can be located.

EMERGENCY PROCEDURES:

- ❖ Please review emergency procedures with players and staff (i.e. fire, tornado, storms). Read the procedures posted at the hotel, and inform the players where you will meet them outside the hotel in case of an emergency.
- ❖ Always carry every player's Medical Release and history with you.
- ❖ On international trips, collect player passports, and store in the hotel main safe or room safe.
- ❖ Keep the Trainer's cell phone number with you at all times.
- ❖ Know what room the Trainer is in for night emergencies, and notify them if needed. (homesickness is not an emergency for the Trainer to handle – it is for the Administrator to handle).
- ❖ Assist the Trainer in locating transportation to the hospital if it becomes necessary.
- ❖ Advise your team coach that you are going to the hospital or clinic with a player.
- ❖ Take that player's medical release, medical history forms and medical insurance card information with you. Leave all other forms with another RIII staff member, in case it is needed.
- ❖ Contact the player's parents when you arrive at the hospital after a diagnosis and treatment decision has been made. It is sometimes better to have the physician talk directly with the parents.
- ❖ After an injury, if a player is cleared to play, get a written release from the attending physician. Collect all paperwork from the hospital (bill, aftercare instructions and x-rays), and keep with you.
- ❖ Report to the Trainer/staff upon return from the hospital; sharing with them the diagnosis and treatment.