Region 68

TOURNAMENT tEAM

mANAGEMENT Guide



2013-2014

**Table of Contents**

**Page**

1. **Getting started: Selecting Your Management Team 3**
2. **Region 68 Secondary Season Tournament Team Support Staff 4**
3. **Team Budgets 5**
4. **Team Deposits 6**
5. **Fundraising 8**
6. **Check Requests for Tournaments 8**
7. **Team Ledgers 8**
8. **Job Descriptions 9**
9. **Team Information Distribution 9**
10. **Tournament Application Procedures 10**
11. **Player Rosters/eAYSO Rosters 10**
12. **Revised Player Rosters/eAYSO Rosters 11**
13. **Referees and Referee Rosters 11**
14. **Strawberry Cup Application Process 12**
15. **Additional Information 12**
16. **Tournament Team Player Injuries 13**
17. **Ordering Uniforms and Apparel 14**
18. **Volunteers 14**

**“The Region 68 Play Book”**

**Congratulations!** You are part of the AYSO Tournament Team Family where we provide world class youth soccer programs that enrich children’s lives. With that in mind, our efforts during the Tournament Team Season should be consistent with the AYSO mission: everyone plays, balanced teams, open registration, positive coaching, good sportsmanship and player development. If we are successful volunteers, we will assist our children to meet their goals as soccer players, and enjoy the experience of playing on a Tournament Team.

1. **Getting started by selecting your Management Team** is an important first step in the Tournament Team Process.

* 1. Your Team Staff will consist of a:
     1. Coach/ asst. coach
     2. Team Manager,
     3. Team Treasurer

**Mandatory:** The Team Treasurer cannot be a family member of the coach, and must take the Treasurer Training Course at the beginning of the season to ensure basic Treasurer Knowledge.

* + 1. All volunteers have to be registered in eAYSO for the current season, and up-to-date with their Safe Haven certification.
    2. Coaches shall not be handling team finances, but should be aware of any and all finances and logistics of the team.
  1. It is important you select Team Staff members that you work well with, that you will be able to delegate duties to, and communicate with often.
  2. **Communication** is a big factor with Tournament Teams.
     1. Everyone on your Team Staff will attend the mandatory Tournament Team Meetings in the beginning of the season.
     2. These meetings benefit everyone on your Team Staff, and include information about budgets, deposits, scholarships, check requests, uniform ordering, ledgers, application process, referee requirements, adding and dropping players during the season, tournament acceptance status, budget revisions, job descriptions and important dates you’ll need to know.
  3. Following rules and procedures will enhance a successful tournament season!
  4. Please check our region website throughout the season as updates are posted under the “Secondary Season” tab.
  5. As you choose your Tournament Team, keep in mind the commitment level of a player, the commitment level of the parents to be active volunteers and the ability of the player.
  6. As teams call their first official team meeting, collect Player Release Forms, Strawberry Cup Volunteer Forms, and e-mail addresses and phone numbers to establish good communication.
  7. Families shall be made aware of what the costs associated with Tournament play will be up front.
     1. Costs per player can range anywhere from $300.00 to $500.00 per player depending on how many tournaments you choose to be in and how much you spend on uniforms and apparel.
     2. **Scholarships**
        1. Not all families can afford these costs, and our region does offer a Scholarship option to help families with financial hardship. Scholarships do not cover 100% of the player’s costs, and in most cases the Scholarship is $50.00 to $100.00 in total.
        2. The amount the region sets aside for Scholarships varies every year, and the amount a family qualifies for depends on their need.
        3. Players that need a Scholarship must be identified at the beginning of the season. E-mail your scholarship request with a short description of the financial need to the Regional Treasurer and copy the Tournament Team Treasurer.

2. **Region 68 Secondary Season Tournament Team Support Staff**

2.1 Our Region’s Tournament Teams Staff have AYSO boxes located at their front door for delivering and receiving of paperwork. Please respect their privacy, and do not ring the doorbell. Please use e-mail to correspond with the support staff.

**Regional Commissioner (RC):**

[commissioner@aysor68.org](mailto:commissioner@aysor68.org)

Tim Azbell

**Assistant Regional Commissioner (ARC)**

[01pita@verizon.net](mailto:tazbell75@gmail.com)

Christi Mulchay

**Assistant Regional Commissioner (ARC) –**

rfrank3579@aol.com

Richard Frank

**Tournament Teams Director (TTD):**

[djohnstonpt@msn.com](mailto:djohnstonpt@msn.com)

Dan Johnston- 152 Camino Leon

**Asst. Tournament Teams Director**

[r68directordave@gmail.com](mailto:r68directordave@gmail.com)

Dave Howells - 1543 Corte Olivas, Camarillo

**Regional Treasurer (RT):**

[treasurer@aysor68.org](mailto:treasurer@aysor68.org)

Mike Harrison- 4874 Chula Vista Court

**Tournament Teams Treasurer (TTT):**

[tellerkt@yahoo.com](mailto:tellerkt@yahoo.com)

**Kris Teller**

**Regional Referee Administrator (RRA**):

[region68ra@gmail.com](file:///C:\Documents%20and%20Settings\Olivia\Local%20Settings\Temp\R68.RRA@gmail.com)

Frank DellaLibera- 1655 Dewayne Ave.

**Assistant Regional Referee Administrator (ARRA)**

kevinchurchill23@gmail.com

**Kevin Churchill- 764 Corte Vino**

**Area Referee Administrator (ARA):**

[area10wref@aol.com](mailto:area10wref@aol.com)

Cindy Elliott - 1554 Corte Olivas, Camarillo

**Regional Coach Administrator (RCA):**

[mfowlerr68@gmail.com](mailto:mfowlerr68@gmail.com)

Matt Fowler

**Safety Director (SD)-**

[safety@aysor68.org](mailto:safety@aysor68.org)

Jason Croft

**Strawberry Cup Tournament Director**:

[tournament.director@aysor68.org](file:///C:\Documents%20and%20Settings\Olivia\Local%20Settings\Temp\tournament.director@aysor68.org)

Christi Mulchay

3. **Team Budgets**

* 1. Planning your Tournament Team Season starts with a Team Budget which must be approved by all the families on your team.
  2. An excellent Team Budget includes:
     1. The tournaments you plan to enter.
     2. The dates of the tournaments.
     3. Team entry cost of each tournament.
        1. Referee deposit fees if you plan on exceeding the number of games for which the region will pay the deposit.
        2. Make sure you total your Team Budget which includes a cost per player.
        3. The total cost is distributed evenly by all players, and every player pays the same amount.
        4. There are an abundance of local tournaments if you are planning to keep costs down.
        5. You can find a complete list of tournaments on ayso.org.
     4. Team Equipment examples:
        1. Team uniform costs.

**Note:** Include any other cost you can foresee throughout the season such as Sweatshirts, Sports Bags, and the end of tournament season team parties.

**Note:** Ensure you have enough money in your Team Account to make it through the season. It’s better to have a little left over at the end of the season than not enough.

* + 1. Once you have given your families a copy of your Team Budget, and you have a commitment from every family as to the cost and availability of players for tournaments you plan to enter, you will submit your Team Budget to the Tournament Teams Director and Tournament Teams Treasurer.
    2. Team Budgets are due at the beginning of the season with specific dates given at the initial Tournament Team Meeting.
  1. Most Tournament Teams schedule five to six tournaments a season.
     1. The Region covers the referee deposit for (TBD) tournaments in U16-U19 and (TBD) tournaments for the U10-U14 divisions.
     2. Strawberry Cup is not included in this count as the parents will be volunteering in lieu of providing a referee deposit.
     3. If your team enters more than (TBD) tournaments, your team will pay the referee deposit fees for the additional tournaments.

4. **Team Deposits**

* 1. Tournament Teams make two deposits based on the Team Budget per player.
  2. The first deposit is due at the beginning of the season, and the second deposit is usually due the following month.



**Note:** Region 68 does not accept cash.

* 1. Checks and money orders are the only form of payments we accept.
  2. When a player/family commits to the entire season, they are committing to the fees for the entire season, less any Scholarship fees for which they may be eligible.
  3. Commitment means they put up the money and they don’t expect it back.
  4. If a player is going to miss a tournament due to a previous commitment, a substitute player may be needed.
  5. The substitute player plays on the missing player’s dime, and no refunds will be issued to players that can’t make every tournament.
  6. Player drops due to injury, relocation or personal reasons may be reimbursed if a substitute player is able to join the team.
  7. This is a case by case call, and proper procedures are in order. E-mail the Regional Treasurer and the Tournament Teams Treasurer your request for a Player Drop Refund with a Check Request form. All requests will be reviewed and approved by the Regional Commissioner and/or Executive Committee.
  8. If a player has not participated in any tournaments and the Player elects to drop, the “dropped player” may be eligible for a full refund.
     1. If the season has begun, the amount may be pro-rated based on the amount of tournaments played.
     2. The dropped player’s parent name, address and amount must be included on the Check Request.
     3. If approved by the Regional Commissioner and/ or Executive Committee, the region will send a check in the mail to the parent.
     4. Tournament Team Check Requests are found on the “Secondary Season” link on the regional website.
     5. The amount collected for the new or substitute player must be the same as the other players on the team, less the pro-rated amount, if any.

**Note:** Team Deposits are made by appointment only at the regional headquarters office, and must accompany a Deposit Slip/Record with the name, check or money order number and amount for each player. Appointment dates and times will be specified at the initial Tournament Team Meeting. Tournament Team Deposit Records are found on the “Secondary Season” link on the regional website.

5. **Fundraising**

* + 1. 5.1 Fundraising is not allowed.

6. **Check Requests for Tournaments**

6.1 When a tournament comes on-line and is ready to accept applications, your team is responsible for getting all paperwork in on time.

6.2 Filling out and e-mailing a Check Request to the Tournament Teams Treasurer is the first step.

6.3 Tournament Team Check Requests are found on the “Secondary Season” link on our regional website.

6.4 A Check Request to apply for a tournament includes your division, coach, tournament name, date, fee, referee deposit fee and payee.

6.5 All blanks must be complete for processing. All Check Requests must be e-mailed to the Tournament Teams Treasurer by Sunday night at 6:00 p.m. to be processed by the following Thursday at the earliest.

6.6 Please copy the Tournament Teams Director and Regional Treasurer when you e-mail your Check Request for a Tournament.

7. **Team Ledgers**

* 1. Tournament Team Account Ledgers are kept by each team.
  2. A running tally of funds going in and going out of the Team Account from the beginning of the season until the end of the season (January to June).
  3. Tournament Team Account Ledgers are found on the “Secondary Season” link on the regional website.
  4. Team Ledgers will be e-mailed to the Tournament Teams Treasurer at the end of every month.
  5. Team Ledgers will be checked against the region’s ledger for accuracy.
  6. You will be notified by the Tournament Teams Treasurer if discrepancies are found.

8. **Job Descriptions**

8.1 The Team Coach is ultimately responsible for the team and its operation, but the Team Manager plays a huge role in the Tournament Team operations.

8.2 The Team Manager will apply for tournaments, please ensure all paperwork is correct and turned in on time, notify the Tournament Teams Director and Treasurer when the team is accepted into tournaments, and make sure the Team Treasurer is in the communication loop.

8.3 The Team Treasurer is responsible for revising the Team Budget and e-mailing it to the Tournament Team Treasurer, and is responsible for the Team Ledger, Check Requests and Team Deposits. Please remember once your team approves your budget, only one budget revision will be accepted.

8.4 Some teams prefer to have the Team Manager handle the Treasurer duties as well, but it can be a tough job juggling both positions. Having 2 volunteers for these positions is recommended.

9. **Team Information Distribution**

9.1 When a Team Staff member e-mails the Tournament Teams staff, copy your coach, manager and treasurer so everyone on your staff knows what’s going on.

9.2 Notify Team Staff, Tournament Teams Director and Tournament Teams Treasurer immediately upon getting accepted into tournaments.

9.3 Revise your Team Budget when any changes are made in your tournament schedule or spending plans, and e-mail the revised Team Budget to your Team Staff, as well as the Tournament Teams Staff.

9.4 Team Ledgers are due at the end of every month by e-mailing a copy to the Tournament Teams Treasurer, and copy your Team Staff.

9.5 Teams should try to budget their money so there is very little left at the end of the season.

9.6 Surplus funds in your Team Account at the end of the season can go towards the Team Party.

9.7 Any funds not used by the end of the season will be the property of the Region, and will go towards next year’s lights, scholarships, etc.

10. **Tournament Application Procedures**

10.1 Tournament dates from the previous season can be obtained from the Tournament Teams Director, upon request. When a particular Tournament you have budgeted for has posted on ayso.org and the host Region’s website, this is the time you want to start your application process.

10.2 On the host Region’s website you will find their Tournament invitation, rules and application. Please take time to read their rules.

10.3 Check their rain dates so you will not have a conflict with back to back or other tournaments if there is a rain out.

10.4 Some tournaments require you to log in, as well as fill out other forms. Read their instructions carefully.

10.5 Fill out your check request and e-mail your request to the Tournament Teams Treasurer.

10.6 Copy the Tournament Teams Director so he is aware you will be dropping off the application.

10.7 Applications should be dropped off at the Tournament Teams Directors house no later than Sunday at 6:00 p.m. in order to receive your completed paperwork by the following Thursday at the earliest.

10.8 Once your application, check and player roster is complete, the Tournament Teams Staff will e-mail your Team Staff to let you know your check and packet are ready for pickup.

**11. Player Rosters/eAYSO Rosters**

11.1 Player rosters must accompany the application. Team management does not have access to eAYSO rosters.

11.2 Rosters can only be generated by select Regional volunteers. Once you have formed your team, contact the Tournament Teams Director and he will generate your Tournament Team roster in eAYSO.

11.3 You will need to supply the Director with names of your players with their corresponding jersey numbers (please, no nick names).

11.4 AYSO sanctioned Tournaments require that you send them official eAYSO player rosters.

11.5 After you have submitted your application to the Tournament Teams Director, he will process your eAYSO roster along with your application.

**12. Revised Player Rosters/eAYSO Rosters**

12.1 Sometimes, due to certain circumstances, it is necessary to revise your player roster.

12.2 E-mail the Tournament Teams Director with your list of revised players, including their jersey numbers, and he will produce a revised eAYSO roster for you.

12.3 Please give the Director 48 hours advance notice as he may not always be available.

12.4 The Director will notify you when your new roster is ready to be picked up.

12.5 Check the tournament rules that pertain to revised rosters. Some tournaments allow you to bring the revised roster with you at check-in.

12.6 Other tournaments will only accept revised rosters that are received a week prior to their tournament.

**13.**  **Referees and Referee Rosters**

13.1 Regional Referee rosters must accompany the application.

13.2 Our region prides itself for having highly qualified referees. Read the Tournament Team Policies and Procedures “Tournament Referees” segment for a better understanding of what our region requires.

13.3 Our region plans specific Tournament referee classes that must be attended by your referees.

13.4 Dates will be posted on our Region’s calendar. By now you should know which of your referees are available for your planned tournaments.

13.5 Tournaments normally post a referee roster link on their website along with their application.

13.6 Fill out the referee roster completely. If you need information on your referees (i.e. ID numbers, badge levels, etc.), contact the RRA or Tournament Teams Director.

13.7 Deliver the referee roster to the RRA for signature (duplicates, a copy for the Director of the Tournament you are applying for and a copy for our RRA) at the address listed above under Support Staff.

13.8 Certain Tournaments require an additional signature (mostly from U16 & U19 teams) from the Area Referee Administrator.

13.9 You will have to pick up the forms from the RRA’s house and deliver them to the Area Referee Administrator’s house, at the address listed above under Tournament Teams Support Staff.

13.10 E-mail the ARA to let them know who you are and that you will be dropping your referee roster off in their AYSO mail box at their house.

13.11 Once completed, you will be notified. You must include this referee roster with the application and player roster.

**14. Strawberry Cup Application Process**

14.1 Your application for Strawberry Cup is different than your normal application process.

14.2 There is no need for a check request as the parent volunteer time is considered the player payment for this tournament.

14.3 Submit your application (triplicate copies) and e-mail your list of confirmed players to the Tournament Team Director. A referee roster must be submitted to the RRA.

14.4 The Tournament Team Director will complete your paperwork and submit your application to our S.C. Tournament Director.

14.5 A copy of the completed paperwork will be given back to the coach.

14.6 Strawberry Cup requires that our tournament teams have volunteers available to work field duties as assigned in lieu of a referee deposit and registration fee.



**NOTE:** *Failure to meet these obligations may result in forfeiture of play.* You must fulfill your team’s volunteer duties, no exceptions.

**15.** **Additional Information: Region 68 Guidelines and Procedures 2011**

15.1 Prior to the start of pool play competition, the Regional Board shall determine the number of tournament teams that can be supported by the Region.

15.2 Tournament teams are “select” team: that is, the coach can select any player who participated in at least 50% of the games in the division in the regular season.

15.3 If a registered player is unable to participate in primary season play due to a medical condition, verified with a doctor’s note, they may be eligible for tournament team play with a release to participate in athletics.

**16.**  **Tournament Team Player Injuries**

16.1 Player injuries happen. Determining whether an injury should be reported depends on a few factors.

* Did the player miss games/ practice due to the injury? Was an E.M.T., doctor or hospital visit involved?
* Did the injury occur at a sanctioned AYSO event (i.e.- practice, team party, game, etc.).
* If yes was answered to any of these questions, an incident report must be filed.
* It is imperative that the Safety Director be notified by e-mail as soon as possible.
* This will start documentation, even if the injury seems minor at the time.
* Notifying the Safety Director two weeks after the injury occurred leaves too much speculation that this injury could have possibly happened somewhere other than an AYSO sanctioned event.
* A signed hard copy of the Incident Report may be dropped off at the Tournament Team Director’s house. The Tournament Teams Director will forward the Incident Report to the Region’s Safety Director.



**Note:** Any injured player that receives doctors or hospital care must have a signed Participation Release Form before returning to play. Concussions require a doctor’s signature on the release form.

16.2 Not all families carry insurance that covers 100% of doctor/ hospital costs. AYSO Supplemental Accident Insurance (SAI) can help defer some of the out of pocket costs.

16.3 For details on SAI, please visit this link. http://www.ayso.org/resources/insurance/insurance\_forms.aspx Incident Report forms are located on our website under the “COACHES tab.

16.4 If an Incident Form is filled out, a Participation Release Form must be signed by the parent before a player returns to practice or participates in tournament play. This form also needs to be e-mailed/submitted to the Safety Director of our Region.



**Note:** Remember, if a doctor restricts a player from playing, a release form must be in hand before that player is allowed to resume play, this includes practice.

17. **Ordering Uniforms and Apparel**

17.1 Once you have properly budgeted for uniforms and apparel, place your order on-line at BK Sports immediately.

17.2 Don’t wait as this can be a time consuming endeavor when you consider the players need to go to BK Sports and try on jerseys before ordering, and you must get your Check Request into the Tournament Teams Treasurer 2 weeks prior to picking up your uniforms.

17.3 Important: Teams cannot pick up the uniforms without a check from Region 68. Once you order on-line and specify in the comment area that you will be bringing in a Region 68 check when you pick up the order, BK Sports will e-mail you an invoice as confirmation.

17.4 E-mail a copy of the invoice and Check Request to the Tournament Team Treasurer and copy the Regional Treasurer as well.

17.5 The BK Sports link can be found on our regional website for ordering purposes.

18. **Volunteers**

18.1 AYSO Region 68 (Camarillo/Somis/ Santa Rosa Valley) is an all non-profit volunteer organization. All volunteers that interact with players must be registered and Safe Haven certified.

18.2 To register in eAYSO, the volunteer must print two copies of the registration and have a Region 68 CVPA check and sign off on printed volunteer forms and verify driver’s license. Volunteers that e-sign only need to print one copy of their registration.

18.3 Dates for volunteer registration at HQ will be posted on the Region 68 calendar.

18.4 Registered/ Safe Haven- Coaches, assistant coaches, team managers, Treasurers and referees must be registered and Safe Haven Certified for the current season.