

2009



State Administrators Handbook

2009
GIRLS ODP -- STATE TEAM CAMP
University of Idaho, Moscow

ADMINISTRATOR'S HANDBOOK

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GENERAL CAMP INFORMATION

This soccer camp is administered and run by the US Youth Soccer, Region IV. All players attending must be a currently registered to a US Youth Soccer state association. Any player named to the Region IV ODP pool must be a currently registered player with US Youth Soccer to participate in an event.

Camp Site: University of Idaho, Moscow

Camp Dates: June 29 – July 19, 2009

Cycle 1A	U14 (1995)	June 29- July 4	U14 H/O: Leave on 7/8
Cycle 1B	U15 (1994)	June 29- July 4	U14 H/O: Leave on 7/8
Cycle 2	U16 (1993)	July 5- July 10	U16 H/O: Leave on 7/13
Cycle 3	U17 (1992)	July 9-13	<i>U17: NO HOLDOVER</i>
Cycle 4	U13 (1996)	July 14-19	<i>U13: NO HOLDOVER</i>

About the Facilities: Five 75 x 115 fields; a goalkeeper practice area; an all-weather field and additional warm-up space. Fields are next to the dining hall, which is adjacent to the dorm; and the all weather field is located near the Kibbie Dome. A separate, large cafeteria is a short walk from the dorms and the activity and meeting rooms are close and first-rate.

About Moscow: Altitude: 2,534 ft.; average humidity: 34%. July Avg. Temp: 83 high /50 low. Average July rainfall 0.74 Inches; 90 miles southeast of Spokane, WA. in north-central Idaho's panhandle, Moscow is cradled between Moscow Mountain and the rolling hills of the Palouse.

Player Mailing Address: Player Name, 2-letter State ID, Age Group
 ODP Soccer
 University of Idaho
 1028 W. 6th Street
 MSC 1099
 Moscow, ID 83843

Phone Numbers: Camp Office phone number and fax number will be posted on the Region IV website.

Camp Costs: **\$475.00 per player.** A state team will be permitted to bring 1 Head Coach, and a team administrator (one adult must be female to stay in the dorm with the players) at no additional cost. Any state wishing to bring an additional adult must first contact the camp director to confirm housing space, and will be charged and additional \$375.00 for the week if space permits. Camp fees are due and payable by: May 1st, to the Region IV Office.

Regional Pool: **\$275.00** per player for regional pool training (holdover week). State Administrators must let the camp director know at check-in if the state is going to be responsible for hold over fees or each specific player is going to present payment at camp if named to the regional pool. Payment by players can be made by check, Master card or Visa. The Regional office will invoice each state for any fees not paid by: August 15th

State Team: A state team must have a minimum of 15 players, and no more than 18 on the roster. All teams must be age pure (by birth year), and attend camp with their age group. Minimum age of any player at camp must be born in 1996.

United Players: Any state that can not provide a minimum of 15 players on a team may send 14 players or less to be placed on united teams. State associations sending in full teams may also send additional players to play on the united teams. As with state teams, all united players must attend camp with the same players of the same birth year. Any state sending ONLY united

players in any age group, may be required to provide an administrator that will administrate a united team while at camp. Please contact the region IV Girls ODP administrator regarding this matter. There will be no charge to the SA for this administrator. Minimum age of any player at camp must be born in 1996.

- Transportation: Each SA must arrange for their transportation from the airport to camp, and back to the airport after each cycle. States sending in only united players may be able to arrange transportation with another state and share transportation. In addition, states shall arrange for their holdover player's transportation changes (airline tickets, parent pick-up, etc.) for return home at the end of holdover week. *Region IV will bus the players to the airport on the departure day in a group Please do not plan on any players catching flights before 3:00 PM on departure day. Players may not drive while at camp.*
- Camp Arrival: Teams can check in from 2:00 pm until 6:00 pm. Teams should travel together and must come as a unit for check-in. (See section on United Players.)
- Camp Departure: Teams and players should plan to depart camp by noon on the last day.
- Uniforms: All state teams should attend camp with 2 match Jerseys, (Dark and Light). Dark, being home team, light being away team. In addition, numbered training tops should match the rosters, as players will be evaluated by regional staff during training as well as a match.
- Camp T-shirts: Each player and staff member that attends camp will get a camp T-shirt. Additional camp T-shirts will be for sale at camp.

PLAYER HANDBOOK INFORMATION

ODP Administrators,

You have been given the printing master of the Player Camp Handbook in addition to this handbook. You will need to reproduce that specific handbook for all of the players, coaches and team managers you are sending to camp from your state. A State Information page has been included for you to personalize your Camp Handbooks by listing any information particular to your own state.

The following is information you may wish to include on your state page in the player handbook:

- Any congratulations for their achievements so far.
- Who, in your state to contact for questions if they have any after reading this booklet.
- The coach, assistant coach, and manager/phone number for each of your state teams.
- Any transportation details you wish to provide
- Any reminders to the girls and/or their parents.

We strongly suggest that each girl receive the PLAYER CAMP Handbook no later than the first week in June. And please make sure the team managers get the Administrator Camp Book early as well.

We thank you for your part in making this an effective program for the girls in Region IV.

TEAM MANAGER INFORMATION

If this is your first time at camp, you'll learn almost all the details you'll ever want to know by reading through the Administrator Camp Book. However, if you have additional questions, please feel free to ask.

Players are being asked to bring their Camp Books with them. Please remind them.

Female Manager or Coach

Each state shall provide a female manager or female coach (preferably a female manager) that shall stay in the dorm on the same floor as the team. If the state does not provide a female for its team, the Camp will provide a female manager and will charge the State the \$475 fee (plus transportation cost) for the week. If it is necessary for the region to provide a female administrator, then the regional office will need to know 30 days in advance. Male coaches and managers will not be allowed on the dormitory floors with the teams.

Forms to Use/Reproduce

Forms Included are:

- ***Signs for the coach and manager doors in the dorms.*** You can either make your own or use these, adding your state and age group. It helps a great deal to have the adult rooms identified.
- ***Game Line-up Sheet you will need at camp.*** Please reproduce this and bring at least 5 with your team.
- ***Player Room numbers and, phone numbers.*** You'll want to fill this out after the team checks in, for your own information.

Managers' Meetings:

We will have several managers meetings during camp to coordinate activities and to impart and share information. They will be short, and they will not interfere with training time or your ability to be with your team. Please do not miss these meetings. We will post the place and meeting time on the bulletin board.

Trainers and Routine Taping:

Trainers will be available before, during, and after all practices and games. There will be a trainer's tent at the fields. A trainer will reside in the dorm and will be available in the evening hours.

The camp trainers will not do routine taping. Your state or your players must bring their own tape and assign someone to do the routine taping.

Curfew:

Players must be in the dorms by 10 PM, with lights out and everyone quiet by 10:30. Please see that your players abide by the camp curfew. The regional administrators will do a lights-out check.

Adult meal cards may also serve as swipe cards to enter the dorm or buildings after hours. This will depend on the buildings assigned to Region IV for ODP camp.

Miscellaneous

Please monitor the phone use of your players. No player calls after 10:30 PM. This will include calls on player's cell phones. Please note that the Camp administration will retain the right to confiscate cell phones if the player abuses their use privilege.

There is an automatic teller machine in the Commons Building and the Student Union Building (SUB).

The washers and dryers take swipe cards and you will be able to purchase laundry cards from the camp staff in increments of \$10.00.

Report maintenance repair requests to the summer conference staff at their office in the basement of the McConnell Hall in addition to the Regional camp staff. Players/states will pay for damage caused or items taken.

Mail

Mail can be picked up and deposited at the Camp Office Monday through Friday. When mail arrives there will be a message posted "You Got Mail" on the message board in the lobby.

Meals/Meal Card

All meals are provided, from dinner the first day through lunch the day of departure. Players are not to fill their water bottles with ice from the ice machine in the cafeteria; coolers of ice will be available for this

All players, coaches, and managers will receive laminated meal cards (with a hole punched). The meal card will also open the front door of building and their room. The building will be locked at all times. The players' card will only open the front door from 6:00 AM to 10:00 PM. Players outside the dorm after these hours will need to find an adult to get into the dorm. Adults' cards will open the door at any time. It will be best to wear the meal card around your neck. Lanyards will be provided by the University.

If a player loses a meal card, a replacement will cost \$15 and must be purchased at the ODP Camp office.

Safety

The University has its own fully certified and independent police department, which works closely with the City of Moscow Police Department, the Latah County Sheriff's Department, and the Idaho Highway Patrol. The University of Idaho Police Department (UIPD) main office is open 24 hours a day. The phone number is 885-7074.

TEAM MANAGER'S/STATE RESPONSIBILITIES

A team philosophy exists between team managers and the regional administrative staff. The camp is often hectic and full of excitement and tension. By necessity there are often last-minute changes. Region and team administrators will meet daily to communicate and coordinate. Please feel free to discuss any problems or ideas with the Camp Director or camp administrators.

- Provide the Region, by email the Camp Commitment Form. This form is due no later than April 1st. Please email to joyce.pineda@regioniv.com. The number of players your state commits to attend camp, will be the number used determined housing, staffing and meals, so it is extremely important to be accurate. Camp fees are due to the Regional Office by May 1st.

STATE ROSTERS

- Provide to the Region by email your **ODP ROSTER** of players attending ODP Camp, No later than June 1st. Revisions will be allowed on a roster until 7days before that cycle attends camp. Each state will be expected to bring to camp the minimum number of players they committed to on May 1st. If you think you may want to bring additional numbers after May 1st, then please contact Joyce Pineda so it can be determined that there is adequate staff and lodging. The **ODP ROSTER** shall be E-mailed to Joyce Pineda at: joyce.pineda@regioniv.com using the MS Excel format provided to you.
- Provide the Regional ODP Administrator with the flight arrangements (**and cell phone number for a staff member traveling with the team**) for your teams/or united players at: joyce.pineda@regioniv.com
- **Make sure the player numbers are consistent on the practice shirts, and game Jerseys.** And provide the regional staff with 10 current, complete, accurate rosters at check-in. Please list your players with GK's first followed by jersey numerical order. (GK-0, GK-1, 2, 3, 4 etc...) Player names need to be their given names, the ones that appear on their IDs; this is very important for Regional Team travel.

REQUIRED BY ALL

- At check-in, provide the regional staff with a completed EMPLOYMENT\VOLUNTEER DISCLOSURE STATEMENT for each team adult. The form is included at the end of this Administrative Handbook
- At check-in, provide the regional staff with **original** paperwork for each player: PLAYER MEDICAL RELEASE FORM, a MEDICAL HISTORY QUESTIONNAIRE and PLAYER CODE OF CONDUCT FORM. (Copies of these forms are included at the end of this Administrative Handbook) All information must be complete and accurate. A player will not be allowed to take the field until this information has been provided. Please have the team 3 ring binder prepared in the following manner: Roster first followed by player packets in the same order as the roster. Please place each player packet in a plastic sheet protector with the Medical Release first.
- Maintain and carry travel notebooks containing original medical release forms and medical history for each player at all times.
- Your first responsibility is the health and safety of your players. Get to know them by name; note potential medical problems. Younger players, especially, may have difficulties being away from home or relating to unfamiliar teammates.
- Review camp rules with the players in a meeting before camp or on the first night.
- Review fire and security procedures with all players upon arrival; note the nearest exits. There should be a sheet of important, helpful information on each dorm room door.
- Insist that players keep their belongings in a neat and safe manner; players must be fully clothed when doors to bedrooms are open. Players should also keep curtains closed when dressing in their rooms.
- From time to time it is necessary for an adult to speak with a player. This may be a coach discussing the player's effort or an administrator discussing a problem the player has developed. Regional rules are clear that a player is never to be with an adult in a room without both another adult and another player present.

- Tend to ill or injured players promptly. Seek attention from trainers at the field (there will be a trainer tent) or in the dorm. Trainers are always on call; be sure you know which room is the dorm training headquarters. If a trainer cannot be reached and it is an emergency, take the player to the Gritman Medical Center. Be sure the trainer is notified when you return. Discuss serious injuries or illnesses with the Camp Director. Note any serious pre-existing condition (i.e., epilepsy, diabetes, broken arm) on the player's medical form and discuss with the trainer before competition.
- A team manager or coach must accompany a player to the hospital. Team managers **MUST** carry original **Medical release and medical history forms** to all games and practices.
- Monitor the eating habits of your players; constantly encourage them to drink water and to wear sunscreen.
- Check the bulletin boards in the lobby at least 3 times a day, and attend the Team Manager Meetings.
- Players are only permitted to be in the building that they are assigned to. They are not permitted to wander into or "hang-out" in other buildings where ODP players are assigned.
- Assure that the evening curfew is strictly enforced. Players must be in bed with the lights out by 10:30 PM. The only excuse for missing curfew is a consultation with the trainer on duty due to illness/injury.
- Assure the attendance of players and coaches at scheduled meetings and attend them as well.
- Assure that uniforms are laundered.
- Take the lead on the check-in and check-out. Make sure the team checks in as a unit. We'll give information and help with the check-out procedure at a managers meeting.
- **If you are a United Team manager**, do what you can right away to help all the girls feel comfortable with you and with each other. Make every effort to be there at 2:00 PM to meet the girls as each arrives. Please let the Camp Director know if this is not possible.
- Team Administrators/ or your State Office will be expected to handle the flight arrangements for the Holdover players. And then notify the camp office. Make sure this is clear and that the families have thought this through, so you and the girls know what you will do before you come to camp. Region IV will provide transportation for the pool players to the airport after holdover week. The players will leave Moscow, at noon on the departure day and travel by bus to the Spokane Airport. **Please DO NOT schedule a return flight before 3:00 PM for holdover players. If this is impossible, you need to call the camp office immediately, BEFORE YOU BOOK THE AIRLINE TICKETS so other arrangements can be made.**
- Holdover players may be responsible for their own payment of the \$275 for the pool week. Or your state association may have made previous arrangements to take care of holdover fees. Please check with your State ODP Administrator. If your state requires each player to pay their holdover fee directly to the region, they have 2 options. They may bring a check made out to "Region IV Girls' ODP" or they can pay by credit card on the Region IV website.

Manager's Checklist (of things you must and things you might bring). See also the Players' clothing and equipment checklist.

- **1 set of original paperwork (Player Medical Release Form, Medical History Questionnaire and Player Code of Conduct) All United players will need to turn in paperwork to camp staff at check-in for the united administrator to carry. All paperwork for regional pool players will need to be left at the camp office for the holdover week.**
- 10 current, correct, complete rosters.
- Disclosure Forms from each team adult.
- Administrative Camp Book

- Extra Money (to replace meal cards; buy towel(s) if players forget, etc.)
- Notebook, paper
- Stick pins, marking pen(s), scotch or masking tape, scissors
- Sunscreen, mosquito repellent, band aids, kleenex, baggies for ice bags, safety pins, sewing kit
- Alarm clock, hangers, can opener
- Rain gear / rain poncho / umbrella
- Bring sheets (dorm size) pillow case and towel. (Pillow and blanket will be provided).

We think you'll have a great experience. We're glad you are coming to camp as a team manager.

STATE ODP ADMINISTRATOR CHECKLIST

GIVEN TO the State Administrator or designee at the ODP Camp meeting:

- A copy of the State Administrator Camp Handbook.
- A copy of the Player Camp Handbook to reproduce for the all team managers and players.
- A CD, complete with both Handbooks, and all required forms for Camp.

TO DO Checklist (for the administrator to do or to make sure gets done on time):

- Email, mail or Fax the **CAMP COMMITMENT FORM** by: **APRIL 1ST** to Joyce Pineda.
- **CAMP FEES DUE: MAY 1ST** to Region IV office.
- E-Mail current, complete, and accurate ODP Player ROSTER and Flight info to Joyce Pineda no later than 14 days before each cycle. Be sure to use the players by their birth names; names must match travel IDs.
- **Mail a check for the outstanding camp fees to the Regional Office no later than MAY 1st. Mail checks to:**

Region IV Girls ODP Camp
P.O. Box 901778
Sandy, Utah 84090

- Assure that each player, coach, and manager gets a copy of the appropriate Camp Handbook by the first week in June. The player Handbook will also be posted on the Region IV website.
- If and/or when you have player changes; E-mail all changes to Joyce Pineda, immediately. Substitution of players is acceptable; however, reduction in team numbers from the April 1st roster will result in NO Refunds. However, if a player is injured/or too ill to attend Camp and cannot be replaced, please forward immediately a copy of the Physician's report to the Region IV office and bring one copy into camp, so that a refund can be processed. This must be done, by the first day in the cycle that the player is scheduled to attend.
- Make sure all team, united player, and invitational players travel arrangements have been taken care of. 2:00 pm to 6:00 pm check-in; noon check-out.

CAMP CHECK-IN REQUIREMENTS: Each Team Manager shall come to camp with a 3-ring binder containing a complete set of paperwork for each player of the following: (in the order as shown):

- Player Medical Release Form (Must be an original copy)
- Medical History Questionnaire
- Region IV Player Code of Conduct
- Photocopy of the Player's Medical Insurance Card

- **Forms shall be current**, complete and legible (preferably typed). Please have each player's forms in a plastic sleeve and arranged in numerical order, matching the roster, a copy of which shall be included at the front of the binder. If all 3 forms are not provided and/or not complete, the player will not take the field until the team manager has provided the missing information. (All forms MUST be current 2009)
- Make sure each team manager will provide 10 copies of the current, complete, correct team roster at check-in.
- Make sure all team adults fill out the Employment\Volunteer Disclosure Statement and the team managers hand them in at camp check-in.
- Transportation: States shall arrange for their own team transportation. A team is encouraged to have at least one car on site for medical services, errands, and any free-time activity.
- Parking Permits: Parking permits are not required on campus during the summer. (Players may not drive during camp.) However, gold parking lots, metered and handicapped spaces will be enforced and ticketed.

U17 Invitational Players will received a Region IV ODP Camp packet with their invitation to camp.

Much of the information in this packet will not apply that specific cycle of camp.

CONTACT DIRECTORY

Administrators

(925)	286-2580 (C) 426-9473 (F)	Joyce Pineda, Region IV Girls ODP Administrator 2627 Cherry Hill Dr. Discovery Bay, CA 94514	joyce.pineda@regioniv.com jpineda@cysanorth.org
(858)	518-4729 (C)	Platini Soaf, Region IV Girls Head Coach	Platini.soaf@regioniv.com
(910)	850-1753 (C)	Cherry Murphy, Region IV Camp Director	odpgirlscamp@regioniv.com

Region IV Office

(801)	733-4346 733-4661 (F)	US Youth Soccer Region IV P.O. Box 901778 Sandy, Utah 84090	rivoffice@regioniv.com
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University of Idaho

Camp Office phone number and fax number will be posted on the Region IV website before camp begins!

Emergency

(208)	9-911 885-7074 882-2677 882-2216 882-4511	Police, Fire, Ambulance Campus Police Moscow Police Dept. Latah County Sheriff's Dept. Hospital – 700 South Main
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GAME LINE-UP SHEET

Date: _____ 95's _____ '94s _____ '93s _____ '96s _____

Time: _____

State: _____ Opponent: _____

Jersey Color: #1 _____ #2 _____

	Player's Name	Jersey No.
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____

Substitutes:

12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____

STATE

LOGO

Manager

STATE

LOGO

Coach

STATE

LOGO

Player Names