



**Santos
2016 - 2017
Handbook**

April 2015

Revised 6/10/16

Introduction

The Roswell Soccer Club would like to welcome you as a member of the club for the 2016-2017 soccer year. Whether you are a returning Santos family or a first time one, this document was created to ensure that you have all of the necessary information you will need to be prepared for the upcoming year of soccer.

The Handbook contains:

- An overview of Signing Night; what you can expect to accomplish at the meeting,
- The necessary forms to be completed in advance of the meeting and the key information you'll need to come to the meeting with,
- Information on the initial team treasury payment
- Information on key team functions that you may wish to volunteer for

Again, welcome to the Roswell Soccer Club.

Sincerely,

Jeff Sprick
President
Roswell Soccer Club

Aly Wade
Program Coordinator
Roswell Recreation and Parks Department

Signing Night

- Teams will each hold individual signing night meetings. You will receive the actual date, time and location of the meeting from your coach once you have been offered and accepted a position on the team.

At the end of the meeting, the following will have been accomplished:

- Players:
 - Meet coach & teammates
 - Learn team expectations
- Parents:
 - Items to be completed & turned into the team manager
 - i. Scholarship Application Form (if applicable)
 - ii. Sign RSC Player/Parent commitment Roster
- Documents to be brought to signing night
 - i. Copy of player's birth certificate
 - ii. Passport size (1"x1") picture of player for RSC Player Pass, or you can upload this during the registration process through www.roswellsoccerclub.com.
- Coaches:
 - Meet team and parents
 - Set expectations for upcoming season, including; practice routines, season tournaments, off season training program (if applicable) & team events
- Team Managers:
 - Obtain completed documents & materials from each player/family

Key Team Functions

The success of each team relies on the support of many individuals including the coach, team manager and others. Each team has a number of key positions that are critical. Please review the following Key Team Position Descriptions and let your Team Manager know if you are interested in assisting the team by holding one of these roles.

Team Manager (must be a different person than Team Treasurer)

Team managers are parents who volunteer to fulfill a vital role in each age group. They are typically the liaison with the coach on paperwork issues and whatever else is deemed necessary to ensure the smooth running of an age group. They will often be your first contact for off-the-field issues related to your child's participation in the academy program. Team managers do not make the roster or game schedule.

Responsibilities include but are not limited to:

1. Coordinating game rosters with coach
2. Coordinating game cards and players cards for each game
3. Distributing rosters and game information in a timely manner to parents
4. Distribute information from RSC and RSC DOC and coach in timely manner to parents (via email, GroupMe (Free texting app) or a calling post (Calling Post, Call Multiplier)
5. Ensure uniforms have been purchased by all players
6. Notify RRPD of any significant team issues (i.e. payments from team members, coach issues, etc.)

Team Treasurer (must be a different person than Team Manager)

Responsible for managing the team funds, including:

1. Confirming the team budget with the Coach and Team Manager.
2. Establishing and maintaining a **separate team checking account**. Never commingle personal funds and team funds.
3. Create the account using the following designation:
 - A. Roswell Soccer Birth YEAR Girls or Boys (i.e., Roswell Santos 2004 Girls)
 - B. If there are two teams in your select age group, the top team shall be called "Blue" and the second team shall be called "Red". Please use this name as the last part of the name in A. above.
4. Obtain a Visa debit card with the account to use to pay tournament entrance fees and other team expenses such as CallingPost, Call Multiplier, etc. (which are used to send mass phone calls out to your team). We also recommend a free "app" such as GroupMe which can be used to send text messages simultaneously to a large group of people for time sensitive communication.
5. Collecting tournament/team fees from each family
6. Timely notification to coach and team manager of players who don't pay on time.
7. Work with families on the team who are trying to receive scholarship monies.
8. Providing regular updates for each family regarding their personal payment status and/or gentle reminders of payments that are due
9. Communicate with RRPD in a timely fashion about delinquent payments.

Uniform Coordinator (prior to the beginning of the fall season)

Responsible for managing the uniform ordering & distribution process:

1. Setting up each family in the online ordering system.
2. Making sure everyone has ordered their uniform through the online system.
3. Receiving uniform order at your residence
4. Checking accuracy of order received
5. Sorting and distributing uniforms to individual players (usually at a preseason practice)

Tournament Coordinator (can be the team manager)

Responsible for handling the details of the team's tournaments:

1. Coordinate with Coach, Team Manager and Treasurer to register team for their tournaments
2. Access tournament information from the www.gasoccer.com website
3. Downloading applications, rules, forms, hotel information and directions, as applicable
4. Filing application and paying fee on time (coordinate with Team Treasurer to use the Visa debit card to pay the fee)
5. Communicating tournament dates to team members as early as possible to "save" the dates
6. Filing the appropriate form if attending an out-of-state tournament
7. Collecting signatures of parents and additional medical release forms, if necessary
8. Arranging team check in
9. Providing hotel information, directions, travel time estimates as needed
10. "Blocking" rooms for the team, if desired
11. Investigating restaurant and entertainment availability near tournament
12. Distributing schedules as soon as posted to coach and parents
13. Checking in the team prior to each tournament (may be delegated to another team parent, if necessary)
14. Handling tournament logistics; Schedule & Directions, Hotels & Carpools, as necessary

Volunteer Coordinator (optional)

Responsible for coordinating volunteer opportunities and scheduling, when required, for Roswell Soccer Club events such as fundraisers, etc.

1. See that the team covers the event(s)
2. Relay the names and contact information to the Volunteer Coordinator of the Roswell Soccer Club
3. Find volunteer to video team based on coach's needs

Event Coordinator (optional)

Responsible for planning team events, such as End of Season party

1. Communicates with the team to establish a date for the end of season party and then arranges the details/collects the money
2. Purchases gifts for the coach and/or trainer, collecting money from the team if the team fund is empty

Equipment Manager (optional)

1. Maintains, transports and sets up the team tent and team bench, if one is desired
2. Responsible for the team's first aid kit/ice packs and water cooler, if one is maintained by the team

Team Website Coordinator (optional)

Responsible for posting and updating important team information on the individual team website located on the club site, www.roswellsoccerclub.com. This may include:

1. Posting team information, i.e. practice days/times, game schedule, tournament dates, etc.
2. Uploading team pictures on the site
3. Posting tournament wins or team standings
4. Relaying any information the coaches need passed on to the team

For more detailed information on how learn about maintaining the team site please contact Jason Kearney at jkearney@roswellgov.com.

RSC Fee Structure

All players are responsible for paying all three (3) fees in order to participate.

****A uniform kit is also required to be purchased****

RSC Club Fee

All players will pay a club fee directly to RSC. This fee now covers all coaching fees, team camp, practice shirts, soccer ball and club administrative expenses. The details of this fee structure per team are outlined on the next pages. This fee will be paid online at www.roswellsoccerclub.com.

City of Roswell Fee

All players must pay the City of Roswell registration fee. This fee covers the Ga State Soccer Fees, Insurance, referee costs, as well as some field usage and equipment needs for fall and spring. You will pay this fee to the City of Roswell through their website, www.roswellgov.com. Costs are outlined below:

U9-U14 Roswell Residents*: \$200

U9-U14 Non-Residents: \$300

U15-U19 Roswell Residents*: \$126

U15-U19 Non-Residents: \$189

*There is a City of Roswell fee waiver available to participants who can prove that they meet the following requirements:

1. One parent must prove legal US citizenship or be a legal permanent resident of the US
2. Family must live within the city limits of Roswell.
3. Must provide documentation that the child receives the Fulton County Schools Full/Reduced Lunch Program. Or, household income must meet Federal Poverty Guidelines (Household will be required to submit all previous month's paystubs to prove eligibility).
4. Must provide child's social security card.
5. A minimum fee of \$10 will be required to be paid per program at the time of registration.

If you meet all of the above requirements, you would need to bring any of the required documents to our offices located at City Hall and fill out the fee waiver application there. Those offices are open Monday-Friday 9AM-5PM: 38 Hill Street, Suite 100 Roswell, GA 30075

Team Tournament Fee

All players will pay this fee to their team treasurer. This payment may vary per team and will include tournament expenses and any other miscellaneous items such as team equipment, team parties, etc.

RSC Club Fee Payment Process

The RSC club fee, is payable through www.roswellsoccerclub.com. The schedule of fees is based on the number of hours each team practices during the week and the number of months the teams are practicing. The different fee structures are broken down below and your team treasurer or coach will tell you which option to choose when registering.

*If you choose an installment payment method, the credit card you use for the first payment will be automatically charged on the dates listed above. There will also be an additional \$10 per payment added after your initial payment.

U9-U12 Boys and Girls Academy - RSC Club Fee of \$992/player

One Payment	Three Installments*		
Due by 7/17/16	35% due by 7/17/16	35% due 9/2/16	30% due 10/7/16
\$992	\$347	\$332.50	\$332.50

U13-U14 Boys and Girls Blue Teams (practice 4+ hours/week) - RSC Club Fee of \$1105/player

One Payment	Three Installments*		
Due by 7/17/16	35% due by 7/17/16	35% due 9/2/16	30% due 10/7/16
\$1105	\$387	\$369.50	\$369.50

U13-U14 Boys and Girls Red/White Teams (practice 3 hours/week) - RSC Club Fee of \$992/player

One Payment	Three Installments*		
Due by 7/17/16	35% due by 7/17/16	35% due 9/2/16	30% due 10/7/16
\$992	\$347	\$332.50	\$332.50

**U15-U19 Boys and Girls Blue Teams
(practice 4+ hours/week) - RSC Club Fee of \$726/player**

One Payment	Three Installments*		
Due by 7/17/16	35% due by 7/17/16	35% due 9/2/16	30% due 10/7/16
\$726	\$254	\$246	\$246

**U15-U19 Boys and Girls Red/White Teams
(practice 3 hours/week) - RSC Club Fee of \$656/player**

One Payment	Three Installments*		
Due by 7/17/16	35% due by 7/17/16	35% due 9/2/16	30% due 10/7/16
\$656	\$230	\$223.50	\$223.50

*If you choose an installment payment method, the credit card you use for the first payment will be automatically charged on the dates listed above. There will also be an additional \$10 per payment added after your initial payment.

****A full Roswell Santos Uniform Kit is also required to be purchased for all new players to the Club.****

RSC Scholarship Application Minimum Requirements

Application

Every applicant must fill out the RSC scholarship application and turn in all supporting documentation needed. If supporting documents are not provided, then the application will not be accepted. Dependent on the qualification level of the application, some applicants will be required to pay a portion of the RSC Club Fee. The amount may vary with each application so the exact fees will be discussed with the applicant.

City of Roswell Registration Fee

All scholarship players must pay the City registration fee to participate in the RSC Santos program. This fee covers all field maintenance, lightning, referees, equipment and much more. You will pay this fee to the City of Roswell through their website, www.roswellgov.com or go in person to the Community Activity Building in Roswell Area Park. Costs are outlined below:

U9-U14 Roswell Residents: \$200
U15-U19 Roswell Residents: \$100

*There is a City of Roswell fee waiver available to participants who meet and can prove that they meet the following requirements:

1. One parent must prove legal US citizenship or be a legal permanent resident of the US
2. Family must live within the city limits of Roswell.
3. Must provide documentation that the child receives the Fulton County Schools Full/Reduced Lunch Program. Or, household income must meet Federal Poverty Guidelines (Household will be required to submit all previous month's paystubs to prove eligibility).
4. Must provide child's social security card.
5. A minimum fee of \$10 will be required to be paid per program at the time of registration.

If you meet these requirements then you may go to the Recreation and Parks Administrative office in City Hall Suite 100 to fill out the application weekdays between the hours of 8am-5pm.

Uniforms

All scholarship applicants are responsible for purchasing their uniform. The cost is about \$125 for two full kits. Players are allowed to find their own sponsor to buy their uniform if available.

Team Fees

Each approved Scholarship applicant must pay a minimum of \$25 per month or \$6.25 per week to your team manager, treasurer or coach. You can choose in advance which payment option you prefer, weekly or monthly. If they payments do not get to your team by the designated date then the player will not be allowed to participate in any teams activities until the fees are paid in full.

Overview of minimum costs* (U9-U14)

City Fee \$200 (this fee can be reduced to \$10 if applicant qualifies)

Team Fee \$100 fall (\$25 a month for 4 months per season)

\$100 spring (\$25 a month for 4 months per season)

Uniform Fee \$122 (one-time fee) (2 jerseys, 2 shorts, 2 socks)

Overview of minimum costs* (U15-U19)

City Fee \$126 (this fee can be reduced to \$10 if applicant qualifies)

Team Fee \$100 fall (\$25 a month for 4 months per season)

\$25 spring

Uniform Fee \$122 (one-time fee) (2 jerseys, 2 shorts, 2 socks)

***Each applicant must be able to commit to these minimum qualifications before they can be added to a RSC team.**

Uniform Information

New players only are required to purchase the full uniform kit as indicated below. Returning players can order any pieces they desire or need to replace. This kit will run through the end of spring 2017.

Here is a link with detailed instructions on how to order your uniform with Lloyds Soccer.

<http://myuniform.lloydsoccer.com/content/filemanager/OnlineOrderingProcedures.pdf>

UNIFORM KIT – REQUIRED FOR ALL AGE GROUPS

All new players must purchase a full uniform kit. Please see the age group below for the definition of a full uniform kit.

Academy (U9-U12) – Uniform cost is \$195. All items are **REQUIRED** which include 2 game jerseys (1 blue & 1 white), 2 game shorts (1 blue & 1 white), 2 sets of socks (1 blue & 1 white), hoodie sweatshirt and team backpack. If you purchased an RSC backpack within the last three years, you may continue to use your existing backpack. Although not included in the price, we recommend monogramming (offered through our equipment supplier) your backpack for easy identification.

Select (U13-U19) – Uniform cost is \$246. All items are **REQUIRED** to purchase the kit which includes 2 game jerseys (1 blue & 1 White), 2 game shorts (1 blue & 1 white), 2 sets of socks (1 blue & 1 white), full warm-up and team backpack. If you purchased an RSC backpack within the last three years, you may continue to use your existing backpack. Although not included in the price, we recommend monogramming (offered through our equipment supplier) your warm-ups (pants and jacket) and backpack for easy identification.

Jerseys, Warm-ups and Hooded sweatshirts only come in Youth and Men’s sizes.

Shorts come in Youth, Men’s and Women’s sizes.

2016 Adidas Uniform Sizing



Tabella 14 Jersey Cobalt/White

Both color jerseys must be purchased.
(Youth and Men's sizes only)

YS YM YL AS AM AL AXL



Tiro 11 Short Cobalt/White

Both color shorts must be purchased.
(Youth, Men's and Women's sizes)

YS YM YL AS AM AL AXL

WS WM WL



Copa Zone Cush Sock Cobalt/White

Both color socks must be purchased.

Sock Size:	XS	S	M	L
Youth Shoe Size:	9c-1y	13c-4y	4y-6	N/A
Women's Shoe Size:	N/A	N/A	5-9.5	10-12
Men's Shoe Size:	N/A	N/A	5-8.5	9-13



Tiro 11 Jacket Cobalt

Required for U13-U19. (Youth and Men's sizes)

YS YM YL AS AM AL AXL

Tiro 11 Pant Black

Required for U13-U19. (Youth and Men's sizes)

YS YM YL AS AM AL AXL

Estadio Team Backpack Cobalt

One size, required for all Academy/Select players.



Hoodie Sweatshirt

Required for U9-U12 (Youth and Men's sizes)

YS YM YL AS AM AL AXL

Fundraising and Sponsorship

Throughout the season, there will be various events and fundraising activities that you will be asked to help with. There will be a raffle that players will sell tickets for as well as another social fundraising event. Along with these events, the RSC is able to offer ways to help you, your business, or your company's get noticed through or sponsorship program.

The **Friends of Roswell**, a 501 (c)(3) tax exempt organization, is the fundraising arm of the Roswell Soccer Club. The RSC is dedicated to raising funds that support the future of youth soccer in Roswell by securing and developing field space and facilities, expanding the programs that are currently available to all age levels and providing opportunities for players of all skill levels.

RSC BANNER ADVERTISING

The Roswell Soccer Club (RSC) Field Sign Sponsorship Program was created to raise funds to be used to further enhance the experiences of the boys and girls who participate in the City of Roswell Recreation and Parks Department youth soccer program. With your support of sponsorship programs such as this, the RSC can continue to work hand in hand with the City to maintain the high quality of youth soccer facilities, equipment and coaching enjoyed by nearly 2,000 children at the Recreational, Academy and Select levels year-round! 100% of Sign Sponsorship proceeds directly support and enhance the youth soccer programs. Every dollar donated goes directly to the RSC. Recent examples of critical projects funded by the contributions include: Maintaining fields, Video Analysis, additional clinics and training and scholarships to underprivileged youth.

Your 4' x 8' sign(s) will constructed of heavy vinyl, be printed to display your company's logo and contact information. Your sign(s) will be hung on fences on one or more fields at Woodstock Soccer Field, Sweet Apple, Grimes Bridge and Lower Waller for the spring and fall seasons and viewed by thousands of Roswell and Roswell-area residents.

- (1) 4' x 8' sign: \$400.00 total
- (2) 4' x 8' signs: \$700.00 total
- (3) 4' x 8' signs: \$950.00 total

PRACTICE JERSEY SPONSORSHIP

This year we are offering two unique ways to promote your business or your support your family on our practice jerseys. Each player receives two practice jerseys which they wear every day of training.

For Businesses:

\$250 – 2"x2" Logo

\$400 – 4"x4" Logo

Show your support by having your family's name or players name added to the back of the practice jersey for \$50.00. Ex: John Doe or Doe Family

All business logos and/or family names must be submitted no later than June 27th in order to be on the practice shirts for this year.

Please contact Ashely Wright for more information on Banner or Jersey Sponsorship at ashley.wrightfam@gmail.com

ROSWELL SANTOS PARENTS CODE OF CONDUCT

-  **WE ENCOURAGE POSITIVE COMMENTS AND CHEERS FOR SPECIFIC PLAYS DURING THE GAMES.** Make athletic participation for your child and others a positive experience. The opponents are necessary friends. Without them your child could not participate. So, applaud good plays by your team and members of the opposing team.
-  **DO NOT GIVE NEGATIVE COMMENTS OR CRITICISM ABOUT ANY OF THE PLAYERS, COACHES, OR REFEREES.** If you cannot say anything positive, don't say anything.
-  **NO COACHING OR INSTRUCTING OF ANY KIND FROM THE SIDELINES.** Only the coach is allowed to coach the team. Parents coaching from the sidelines will only confuse the players.
-  **BE KIND TO YOUR CHILD'S COACH.** All concerns, and input about your child, should never be done during a game. Set up an appointment to discuss issues with the coach. Communicate your child's absence to his/her coach in a timely manner.
-  **NO DISSENT WITH THE REFEREES:** There is a mechanism for coaches to give formal feedback regarding the referee's performance should there be a problem with a referee. The coach should be the one that handles any issues with the referees. Accept their decisions and move on.
-  “Between the exuberance of the winner and the disappointment of the loser we find a person called a referee. All of them follow the same creed to watch every move of every player and to call the game to the best of his/her ability. Do not openly question his/her judgment and never the honesty. He/she is a symbol of fair play, integrity and sportsmanship”.
-  **ACCEPT THE RESULTS OF EACH GAME.** Encourage the child to be gracious in victory, and turn defeat to victory by working towards improvement.
-  **AVOID ENCROACHING BEYOND THE PARENTS DESIGNATED AREA UNTIL THE GAME HAS ENDED.** Players need to maintain their focus during the game. They are already under enough pressure.
-  **CONTROLLING NEGATIVE EMOTIONS.** If the team's performance produces strong emotions (negative) in you, you need to step back and take a deep breath and suppress these emotions. Be positive and remember not to lose the focus. This is about the KIDS!
-  **I UNDERSTAND** that violation of this Code may result in me being asked to leave the playing field.
-  **TRY TO SUPPORT** the RSC by volunteering, helping with fundraisers or however else you can.

Roswell Soccer Club Player Commitment

As a Roswell Santos player, I understand that the difference between being ordinary and being extra-ordinary is a little extra effort. I understand that wanting to win on the day of the game is worth nothing unless I have the will to prepare to win before the day of the game. So that I might be the best player and team member that I am capable of becoming, I promise to do the following:

1. I promise to arrange my schedule so that I can come to practice regularly and on time, and to participate in scheduled games and tournaments.
2. I promise to work hard at practice to improve my soccer skills and my understanding of the game.
3. I promise that, at practice, I will give the coaches my full attention. When the coaches are talking, I will stop talking, keep my ears open, and my eyes on the coaches. I will not distract others during the practice session.
4. I promise to do whatever is asked of me on the soccer field, without complaining, for the good of the team.
5. I promise to always encourage, and never to criticize my teammates.
6. I promise to always hustle, and never to quit, until the game is over.
7. I promise to come to each game, on time, well rested, and with an attitude that says -- "It may be difficult, but I believe that we can win."

"Make Great Habits – Habits Make You Great"