

Tournament Team Information Packet

AYSO Region 678

Last Updated 1/8/12

The following information will be useful in setting up your tournament team, dealing with finances, and registering for tournaments. Should you need further information regarding a particular scenario, do not hesitate to contact the Post Season Director at postseason@ayso678.org

This information packet is a supplement to the Tournament Program approved by the Region 678 Board and located on the region website at www.ayso678.org/tteams.php. If you notice a discrepancy between the two documents, contact the Post Season Director for guidance and resolution.

TOURNAMENT CONTACTS

All Tournament Team business shall be conducted in writing, through e-mail or hard copy. As the administrators of the Region have other business to attend to, please do your best to respect their personal time outside AYSO. Phone numbers have been provided in the event of an emergency.

Greg Waugh – Post Season Director	661-818-7591	postseason@ayso678.org
Applications to: 25716 Lewis Way, Stevenson Ranch, Ca 91381		
Joe Franco – Regional Commissioner	661-210-6942	commissioner@ayso678.org
Pick up Applications at: 24638 Ebelton Ave, ,Newhall, CA 91321		
Ben Hope - Treasurer	310-733-9178	treasurer@ayso678.org
Wayne Hackelton – Regional Referee Admin.	818-425-3750	referee@ayso678.org
Todd Brimhall, – Area Referee Administrator		trislide@ca.rr.com
Mark Silvestro – Area 10S Director	661-803-3613	area10Sdirector@gmail.com
Brad Desser – 678 ARC-Competitive	213-761-7176	arccompetitive@ayso678.org
Craig Kessler – 678 Regional Manager	805-822-9796	regionalmanager@ayso678.org

PUTTING A TEAM TOGETHER

A. Team Formation

- For the most part, tournament rosters are due in late November and rosters are generally approved in early December. A simple note... once a player is committed to a particular Tournament Team there is NO switching to another team, unless BOTH coaches, the Post Season Director and the Regional Commissioner agree that a switch is in the best interest of the player.
- Borrowing a player from another team is allowed with the permission of the other coach and parents of the player. Contact the other coach **before** contacting the parents of the borrowed player to avoid putting the coach in an uncomfortable situation.
- Tournament coaches may add additional permanent players to their tournament team during the course of the season. However, the tournament coaches must get regional approval from the Post Season Director **prior** to any discussions with the desired player.

- All tournament coaches must have a signed medical release for every player on their team at all practices and games.
- The coach must obtain a copy of the signed tournament player form. This form is the parents' acknowledgement of the region's tournament program rules and requirements. For players that did not originally sign up for tournament, the coach needs to provide the region with a signed copy. Uncompleted tournament player applications are available on the region website on the all-star/tournament page.
- Players may be removed from a tournament team for lack of commitment to the team (attendance or financial). Player removal must be discussed with, and approved by, the Post Season Director and Regional Commissioner.
- Any and all sensitive matters regarding players and teams shall be directed to the Post Season Director, along with the Regional Commissioner. Should there be any conflict of interest, an unbiased third party shall work as a mediator through the matter.

B. Team finances and policies

Finances are the responsibility of the team. The Region will support the policies of each team as long as the financial team "rules" are communicated to the parents at the start of the season. Tournament teams are self-financed by the coach and parents of the players. The region does not provide any financial support. The region will hold the tournament coach solely responsible for their team finances.

Tournament Coaches are strongly encouraged to meet with their teams, review the plan for the season and receive financial commitments from all players on the team, which may include non-refundable deposits.

Communicate your plans for the season to the parents at your initial team meeting and specifically address differences between the league season and tournament season. We recommend that you disclose upfront that the minimum playing time requirements are half game (vs. three-quarters during regular season play," that you may have to tighten up your line-up in critical games, when you want parents to arrive at games, and inform the parents and players of any policies regarding practice attendance that are tied to playing time, etc.

The coach or their assigned representative (team treasurer) must keep books and records of team funds received and expended for their "team account". You are strongly encouraged to keep copies of all checks received from your parents as well as receipts for all expenditures. Accumulating copies of these supporting documents when received, as well as maintaining the books and records on a timely basis, will save a tremendous amount of your time at the end of the season when your "team account" is closed. The team treasurer should also reconcile your team account to the region treasurer's records on a monthly basis. If recordkeeping is not your thing, then find someone on your team that understands it and delegate the job. But remember; choose wisely as the region will hold the tournament coach solely responsible for his/her team finances.

The region will not allow your "team account" maintained by the region treasurer to go into an over draft position. Therefore, checks will not be written for tournament applications unless you have enough money in your "team account" to cover the cost of the tournament (application plus referee deposits). Referee deposits will not be considered funds in your account until they are actually returned from the tournament to the region treasurer and added to your "team account".

Therefore, you should collect funds from your players in advance of the season. The amount should be based on the estimated team costs for the season (tournaments, ref deposits,

uniforms, region fee, miscellaneous) spread over the number of players on the team. Normal practice is to take half of the money at your team meeting in December and the remainder in Jan/Feb.

C. Team Deposits –

Player fees: You will need to collect money from your team to fund your tournament account. Checks need to be made payable to “Region 678” and the memo section of the check must say, “coach name division/gender TT” (e.g. Smith U10B TT)

The region will accept only **non-cash** team deposits. Place the checks in an envelope with the coach name and division and place it in the Tournament box on the front porch.

If you receive cash, then you must keep the cash and place a personal check for the appropriate amount inside the box. THE REGION WILL NOT ACCEPT FINANCIAL RESPONSIBILITY FOR ANY CASH PLACED IN THE TOURNAMENT BOX. ANY CASH FOUND IN THE TOURNAMENT BOX WILL BE RETURNED TO YOU. NO EXCEPTIONS

Sponsorship Deposits and Miscellaneous Check Requests: Treat a team sponsorship in the same manner as you would treat a tournament team deposit (see above).

D. Uniforms

Tournament Team must provide their own uniforms for the season. As many of you know, the Region issues Region 678 “Orange” uniforms to the players on All-star teams and to the U16 and U19 divisions. Many players move onto Tournament Teams so you might want to use the All-star or Upper Division uniform for your tournament team uniform in order to reduce costs.

Should you wish to purchase the same uniforms that the Region issued to All-star players, or any other uniform from SCORE, contact the Region Uniform Coordinator at uniforms@ayso678.org with your order. You may also visit www.scoresports.com to view other uniform styles.

IMPORTANT: It takes several weeks to get a set of team uniforms ordered, made and delivered, so please **place your Uniform order at least three weeks prior to your first tournament.**

Should you prefer to locate and purchase your own uniforms from a company other than SCORE, the following will apply:

The only approved colors for Region 678 Tournament Teams are orange, black, and white. There is no need to obtain approval for a particular style, so long as these are the colors.

In order to participate in an AYSO tournament, the AYSO logo must appear on the jersey in the traditional location.

E. Practices

After January, we will be sharing PJHS fields with baseball. The region updates its winter/spring PJHS field permit each year so the following information is subject to change if PJHS changes this season’s permit. If PJHS does change the permit, then the region will communicate any changed restrictions to you.

The region should get permits to use field’s #1 from 4:00pm until dark and field #4 from 4:00 pm until 9:00 pm. Baseball has permits to use field’s # 2, 3, 5, 6 & 7 from 4:00 pm until dark. However, you can always use any open fields, **but you will need to move if baseball shows up.**

Fields with adequate lighting are at a premium. Currently there are portable light fixtures on fields # 4, 5, 6 & 7, but after January there will only be lights on one end of field # 4. The combination on the locks to open the lights and turn them on is 6781. When you use the lights make sure to lower the mast, turn the lights off and relock the light panel. Report any problems with the lights, including out of gas, to the Post Season Director.

Additionally, coaches are required to utilize NO MORE THAN one third (1/3) of any given field, unless there are no other coaches needing space.

Safety issue – Do not set up your practice in the outfield of the base ball fields if baseball teams are present. Enough said!

*** Should the Region find that there are altercations over space and time, we will be forced to move to an allocated practice field type of system. ***

F. Disciplinary Action

In the spirit of AYSO, coaches are requested to make “the game” a positive experience for all of the players and ensure that parents and invitees to do the same. Coaches that demonstrate the inability to make this a positive environment for our youth may be asked not to return as a coach in upcoming seasons. Additionally, should circumstances warrant, a coach may be removed from his position during the tournament season. Such circumstances include, but are not limited to, the failure to uphold the philosophies of AYSO or other miscellaneous acts that violate the spirit of the game.

In the unlikely event that a coach, player or parent is sent off from a match while at a tournament, the coach must;

Comply with the sanctions for the tournament.

Report the incident to the Post Season Director within 3 days of the incident.

The region will treat the incident in the same manner as documented in our regular season Overall Sportsmanship Program for disciplinary incidents, which includes Disciplinary Committee review as appropriate.

In the event a coach, player or parent is sent off in the final match of a tournament then the one game suspension will be served at the first match of the next tournament or AYSO-sanctioned game (whichever comes first), whether the individual is coaching, playing or as a spectator¹.

Failure by the Head Coach to report any coach, player or parent sent off to the Post Season Director will reflect extremely poorly in a disciplinary committee review of the incident. Lack of knowledge of this rule will not be a valid excuse for non-compliance.

Finally, if a sanction is imposed, by specific tournament rules or by region 678, upon the coach that is not followed, it will be grounds for removing the coach from the team.

G. Region Fee

A fee shall be deducted from each tournament team’s account to cover administrative and associated costs on the part of the Region (permits, fuel, maintenance, etc.). The fee is based on the standard number of players for a typical tournament team. **The fee is adjusted annually based on region expenses.**

¹ In the event a coach, player or parent is sent off in the final tournament of the season and, more specifically, in the final tournament game where the coach, player or parent would be unable to fulfill their one-game suspension, then the suspension will be served the following Region 678 season, whether the individual is coaching, playing or as a spectator.

APPLYING FOR TOURNAMENTS

A. Researching tournaments

Tournaments fill up quickly. You should monitor the AYSO National website at http://ayso.org/events/tournament_info/tournament_calendar.aspx under the calendar tab in the Tournaments section weekly to see when the various tournaments are posted. Once the tournament is posted, you should complete the Tournament Application and check request ASAP to allow region processing time. This will ensure that you send your signed Application and check to the desired tournament before it fills up. Generally you need to sign up for tournaments two to three months in advance to get accepted.

B. Check Requests

Check requests MUST be made in writing, either by e-mail or hard copy form, email requests should be made to treasurer@ayso678.org.

Hard copy check requests need to be put in an envelope and placed in the Tournament box on the Post Season Director's porch with your application (Address below).

CHECKS WILL ONLY BE WRITTEN ONCE A WEEK – NO EXCEPTIONS!

Check requests need to be submitted no later than 8:00 am on Monday to guarantee the check will be processed that same day. Any check requests received after that time will be processed the following Monday.

All check requests must use the AYSO check request form found at:

www.ayso678.org/forms

Be sure to include the following in your request:

- What tournament team the check is being requested for. Be VERY CLEAR as to what division, gender, and coach name the team is operating under,
- Who the check(s) is/are payable to,
- The amount being requested,
- Whether the funds need to be sent as a single check, or separate checks,
- What tournament the check(s) are for.

Miscellaneous Checks: Upon occasion, it may be necessary to request checks from your tournament account to reimburse a parent for expenses or cover other associated costs of the team (possible uniforms, parties, etc.). Please keep these requests to a minimum. It is the intent of the Region that the Tournament Team accounts are for the sole purpose of funds coming in and going directly out for tournament registrations and referee deposits only.

C. Tournament Applications

At the same time a check is requested, please place the tournament paperwork (application, roster, referee team collectively "Tournament Application") in the same envelope in the Tournament box on the Post Season Directors porch.

ALL correct information should be on the Tournament Application. Failure to complete thoroughly will result in not obtaining the necessary signature and cause delays that may ultimately result in your inability to get into a tournament.

The Post Season Director will review and approve the Tournament Application. Upon approval, it will be forwarded to the Region Treasurer. The Treasurer will issue a two-signature check. The approved Tournament Application and check will be forwarded to the Regional Commissioner, usually within 72 hours.

Once received, the check(s) and Tournament Application will be reviewed and the Regional Commissioner will sign the Tournament Application and check(s). It will then be placed in the

“Tournament Team” folder inside the Regional “OUT BOX” on the front porch of the Regional Commissioner for you to pick up, usually within 72 hours after receipt.

D. eAYSO rosters and Player Identification Numbers

Most tournaments require an “eAYSO roster”. The eAYSO roster is generated out of the AYSO National Database. The Post Season Director will provide you with an EAYSO roster with ALL your players on it. You need to make copies of it so that it can be used for all your tournaments.

In the event that you need to fill out a roster by hand, your eAYSO roster includes key information on your eAYSO roster, including AYSO Player ID numbers, roster number, date of birth, etc.

You may submit an eAYSO roster with all of our players and even your alternate players, exceeding the allowed roster size. You then have those players crossed off at tournament check in, if they do not attend the tournament. This gives you great flexibility in the event things change between application submittal and tournament weekend, such as injuries, family matters. It eliminates the need to submit a new roster.

E. Roster Changes –

Roster changes will be processed in the same manner as described above for tournament applications, but will be processed on an accelerated basis.

F. Referee Deposit Refunds –

When the Region receives a referee deposit refund, it will be posted to your account and the team contact will be e-mailed a notification. If, by chance, the tournament sends the refund directly to your residence, please treat it like a normal team deposit under the guideline set forth above.

On your tournament application there is usually a section to direct where the referee refund should be sent. Have the referee deposit sent to the region care of the Treasurer at

**AYSO Region 678
PO Box 220307
Newhall, Ca 91322-0307**

G. Referees for U16/U19 Matches –

Teams providing referees to officiate U16/U19 matches must have their referee form signed by the AREA REFEREE ADMINISTRATOR. It cannot be signed by the REGIONAL Referee Administrator or the Regional Commissioner.

The Area Referee Administrator is Todd Brimhall. Contact him directly and make arrangements to have your U16/U19 referee formed signed.

H. Submitting Applications at Tournament Mailbox – Post Season Director’s Residence

The Tournament mailbox is located on the front porch at the following address. As this is a personal residence, PLEASE do not disturb the residents.

25716 Lewis Way, Stevenson Ranch, Ca 91381
Tournament box is on front porch.

I. Picking up Approved Applications at Regional Mailbox – Commissioner’s Residence

The Regional mailbox is located on the front porch at the following address. As this is a personal residence, PLEASE do not disturb the residents.

24638 Ebelden Ave, Newhall, CA 91321.
Take Calgrove east from I-5 to Ebelden and turn left.
Region mailbox is on front porch.

CONCLUSION OF TOURNAMENT SEASON

End of Season Account Closeout –

At the end of the tournament season (approximately August 1), the Region will return all unused tournament funds to ONE person on the tournament team (preferably the team coordinator). The Region WILL NOT write checks to individual parents for these funds.

In some instances, the return of funds may be delayed due to various reasons (accounting discrepancies, missing referee deposit refunds, etc.).

Post Season Team Hierarchy –

During the post season, some players may be on multiple teams (league, all-stars & tournament). National has created a priority hierarchy for players and coaches to follow as follows; 1st priority is league team (including Extra until conclusion of League Cup; 2nd priority is all-star team and 3rd priority is the tournament team. When practice and game times conflict, tournament teams step aside to the higher priority team. As the tournament coach, you are not allowed to force or encourage a player to attend your events over league or all-star practices or games. In fact, you should support your league and all-star coaches by working around their schedules and making your players attend their league and all-star practices.

Should you have questions regarding this information, please contact Greg Waugh via e-mail at postseason@ayso678.org.

Good luck to you all during the winter, spring, and summer...