

## RECOMMENDED PARENT ADMINISTRATOR (PA) BINDER CONTENTS

### INSIDE FRONT POCKET

1. Player Cards (laminated, on a ring)
2. Team Check Book
3. Signature folder (to hold papers requiring parent/coaches signatures)
4. Tournament Folders (to hold paperwork to be turned in at tournaments) and history
5. Note Pad (used for taking notes at parent meetings, etc.)

### MAIN SECTION OF BINDER

#### SECTION 1 – “TEAM”

1. Team Excel Document Roster – a roster that you supply to your team, coaches, office, etc. that includes everything you can get on each family (cell phone #s, email addresses, etc.) An Excel template is available for your use. Behind that, keep each profile sheet from each player that was filled out at tryouts.
2. Medical Release Forms – you must have one for each player prior to the first game of each season. You must have these available for ALL games. Blank forms available on OSYSA.com website under the forms section.
3. USYSA Membership Form – each player (or parent if under 18) signs at the bottom and turns back in. The original is left at registration. Make a copy after it is signed to keep for your records.
4. Birth Certificates – each player supplies a copy at the time of registering the team. These should always be kept on hand. Birthdate should be highlighted.
5. USYSA Roster – Always keep a couple of COPIES of your original team roster, as well as roster changes, as you’ll need to supply copies at tournaments, etc. It’s helpful to just make the copies at the beginning of the season, and just keep them for an “as needed” basis. Blank forms are available on the OSYSA web site.
6. Kentucky Permits – You’ll be required to have one of these for each individual who resides in Kentucky. KYSA form is available on the KYSA web site.
7. Practice Schedule – for your reference. Print out your schedule off your team’s web page, or print out your emails as you publish the schedules.
8. Team Record – At the end of each season, print out off your web site the league and tournament records, as you’ll need this for future reference for supplying team history to tournaments. If you do not have a team website, make sure you keep a record of your team’s game results for future reference.

#### SECTION 2 – “LEAGUE”

1. League Schedule – The schedule is on the league website. There is a Word Template available that will allow you to assign uniform colors for each game, as well as directions to the specific fields you’ll be playing.

2. Rankings – This is for your reference. Once you become U-11, your teams are ranked weekly by the league. Other national rankings also become available that are for your reference on different web sites, such as [www.nationalsoccerrankings.com](http://www.nationalsoccerrankings.com) or [www.gotsoccer.com](http://www.gotsoccer.com).
3. Field Directions – At the beginning of each season, print out new field directions off the league website.
4. Referee Assignment and Net Instructions– IMPORTANT. You will receive this at the beginning of each season. This is usually received by email that I will forward to you. This will give you all the specific instructions for game changes, as well as instructions for set up/tear down of nets.
5. League – This section is for any pertinent information that would apply to the league, i.e. names of board members, rule changes, etc. This information would be found on the league web site, or occasionally received by postal mail. This is strictly for your reference. League rule changes that haven't yet been revised should also be placed here.
6. OSYSA – Ohio South Youth Soccer Association is our state affiliate. This section, too, is strictly for printing information off the OSYSA web site for your reference, such as the age group charge that references birth dates per age group.

### SECTION 3 – “TEAM EXPENSES”

1. Budget – This is an internal budget that you'll need for your team that will tie in with your team's checking account. This section is actually for budget at the beginning of the season, but changes to actual as the season progresses. You report this budget to your team and collect the fees necessary. Then, at the end of the season you supply the actual report to the team.
2. Expense Receipts – This section keeps all the receipts of all your expenses for your team.
3. Bank Statements – Each month's bank statement should be reconciled and kept here for you or your team's reference.

### SECTION 4 – “TOURNAMENTS”

In the beginning, you can keep this section in the original binder, however, as time progresses, this section will need to be separated out into a separate binder, as it gets to be too much for one binder to hold. Each tournament that you participate in requires a lot of information that needs to be kept and referred to as you're approaching the tournament. Some of this information can be pitched after the tournament, some needs to be kept permanently, some will be turned in to the tournament people. There should, however, be one resume that is kept with the original binder, that is constantly updated which reports your tournament history as it develops. There are Word Templates available to create these reports, which are often handed in with tournament applications.

### SECTION 5 – “CLUB”

1. PA List – At the beginning of each season, I will supply you with a listing of all the PAs, including email addresses, etc. for your reference.

2. Club Info – This section is strictly for your reference, printing off any information of the Classics’ web page that may be pertinent to you or your team.
3. Tryouts – This section accumulates all the information required semi-annually for the Club’s Tryouts.
4. Miscellaneous – This section is for sample forms, competition, or anything you wish to keep on hand outside of what’s already listed above.

#### PLASTIC SLEEVES

In the very back of your binder should be at least one plastic sleeves. This sleeve should contain the original stamped roster for your team.

Any additional section you wish to put in your binder would be your preference as to what works for you. If you prefer to keep extensive tournament information, it may be wise to move section 4 to a second binder.