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| LVU |
| Team Procedure Manual |
| **2016-2017 Soccer Season** |

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| *The philosophy of Lehigh Valley United F.C. is to promote the development of youth soccer in the Lehigh Valley and the northeast Pennsylvania region through high quality training, committed players and parents and by competing at the highest level of competition. The Lehigh Valley United F.C. has a philosophy of developing high quality soccer players who love the game, have respect for fellow players and have an appreciation for world-class performances. Winning attitudes are encouraged in an atmosphere of fair play and hard work; all within the governing rules and the spirit of the game. ~Lou Ramos* |

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**LVU Team Procedure Manual**

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**LVU Administration and Staff**

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| **CLUB POSITION** | **NAME** | **E-MAIL** | **PHONE** |
| Exec. Dir. Of Soccer Operations | Greg Ramos | [gramos@lehighvalleyunited.com](mailto:Gramos79@yahoo.com) | 484-358-1102 |
| President | Andy McIntyre | [drewmcintyre@aol.com](mailto:drewmcintyre@aol.com) | 610-248-8979 |
| Vice President | Dean Koski | [dkoski@lehighvalleyunited.com](mailto:dkoski@lehighvalleyunited.com) | 610-758-5355 |
| Treasurer | Gina Ramos | [ginaramos@lehighvalleyunited.com](mailto:ginaramos@lehighvalleyunited.com) | 610-849-3689 |
| Director of Coaching- Boys | Greg Ramos | [gramos@lehighvalleyunited.com](mailto:Gramos79@yahoo.com) | 484-358-1102 |
| Director of Coaching- Girls | Manny Oudin | [moudin@lehighvalleyunited.com](mailto:moudin@lehighvalleyunited.com) | 610-392-8216 |
| Club Administration | Gina Ramos | [ginaramos@lehighvalleyunited.com](mailto:ginaramos@lehighvalleyunited.com) | 610-849-3689 |
| Website | Trevor Keys | [tkeys@lehighvalleyunited.com](mailto:skeys@aol.com) | 484-866-7416 |
| Club Registrar | Tammy Hughes | [lvuregistrar@gmail.com](mailto:lvuregistrar@gmail.com) | 267-328-8475 |
| Tournament Registration | Jennifer Schriffert | [lvujschriff@gmail.com](mailto:Ginamkeys5@yahoo.com) | 484-788-5933 |
| Delco Representative | Liz Christopher | [christopherlmc@yahoo.com](mailto:christopherlmc@yahoo.com) | 610-972-8557 |
| PAGS Representative | Sharon Yoder | [syoder@icloud.com](mailto:syoder@icloud.com) | 215-767-4528 |
| MAPS/MSSL/EDP/JAGS Representative | Jennifer Schriffert | [lvujschriff@gmail.com](mailto:Ginamkeys5@yahoo.com) | 484-788-5933 |
| LVYSL Representative | Gina Ramos | [ginaramos@lehighvalleyunited.com](mailto:ginaramos@lehighvalleyunited.com) | 610-849-3689 |
| Club Uniforms | Jennifer Schriffert | [lvujschriff@gmail.com](mailto:Ginamkeys5@yahoo.com) | 484-788-5933 |
| LVU LRC Tournament Director | Andy Adlard | [aadlard@lehighvalleyunited.com](mailto:Lehighvalleyunited79@yahoo.com) | 208-608-8614 |
| LVU Spirit Wear | Tammy Vajda | [teamvajda@gmail.com](mailto:teamvajda@gmail.com) | 484-554-4857 |
| Fields Coordinator | Gina Ramos | [ginaramos@lehighvalleyunited.com](mailto:ginaramos@lehighvalleyunited.com) | 610-849-3689 |
| United Gives Back | Sydney Steere | [sydney00ugb@gmail.com](mailto:Jayciebrownie88@gmail.com) |  |
| Player Accounts | Trevor Keys | [tkeys@lehighvalleyunited.com](mailto:skeys@aol.com) | 484-866-7416 |
| Soccer in College | Dean Koski | [dkoski@lehighvalleyunited.com](mailto:dkoski@lehighvalleyunited.com) | 610-390-8542 |

**Key Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
| Boys Teams | Greg Ramos | [gramos@lehighvalleyunited.com](mailto:Gramos79@yahoo.com) | 484-358-1102 |
| Girls Teams | Manny Oudin | [moudin@lehighvalleyunited.com](mailto:moudin@lehighvalleyunited.com) | 610-392-8216 |
| Player Finances  Website  Indoor Fields & League | Trevor Keys | [tkeys@lehighvalleyunited.com](mailto:skeys@aol.com) | 484-866-7416 |
| Outdoor Fields  Lou Ramos Classic  United Gives Back  Club Administration | Gina Ramos | [ginaramos@lehighvalleyunited.com](mailto:ginaramos@lehighvalleyunited.com) | 610-849-3689 |
| Player Passes/ Rosters | Tammy Masiado | [lvuregistrar@gmail.com](mailto:lvuregistrar@gmail.com) | 267-328-8475 |
| Tournaments  Leagues  Uniforms  Referees  GotSoccer | Jennifer Schriffert | [lvujschriff@gmail.com](mailto:Ginamkeys5@yahoo.com) | 484-788-5933 |

**Club Contact information:**

E-mail Address: [info@lehighvalleyunited.com](mailto:info@lehighvalleyunited.com)

Website: [www.lehighvalleyunited.com](http://www.lehighvalleyunited.com)

Phone: 610-841-0080

Snail Mail and LVU Offices:

LVU

1344 North Sherman Street

Allentown, PA 18109

**TEAM VOLUNTEER ROLES AND RESPONSIBILITIES**

At the first team meeting post tryouts, coach and team manager should present the following team volunteer roles and responsibilities and strive to have a designated volunteer to fulfill each role:

1. Team Manager (Reports to Gina Ramos/with Jennifer Schriffert)

2. Uniform Coordinator (Reports to Jennifer Schriffert)

3. United Gives Back Representative (Reports to Gina Ramos)

4. Lou Ramos Classic Tournament Representative (Reports to Andy Adlard)

5. Team Website (Reports to Trevor Keys)

6. Team Registration (Reports to Tammy Masiado)

7. College Representative (high school age teams only) (Reports to Gina Ramos)

1. **Team Manager**- The team manager role is defined by both LVU and the coach.
   1. First and foremost, along with the coach, the Team Manager is the face of the team and also the face of the club to your team and your opponents. He/she should have an understanding of, and **support** the “LVU way and philosophy”. Communication to the team and to other teams should be 100% positive and respectful. Team issues/concerns should be taken directly to the coach or LVU Administration and not discussed with parents.
   2. A team manager should have **open dialogue with the coach** regarding his/her expectations as team manager.
   3. The team manager will receive requests from the club to **forward communication** to his/her team to ensure all members of the club receive pertinent information.
   4. The team manager will **assist the coach in soliciting volunteers** for the team responsibilities and fulfill those duties that are not filled by other volunteers.
   5. The team manager **works closely with the Team Registration volunteer** to ensure the game day roster is current and updated with any player additions.
   6. The team manager **works with the league in managing their seasonal game schedule** (sets up fields, referees and referee fees).
   7. The team manager serves as **game day coordinator** and is responsible for having necessary player passes, game day rosters, medical releases, and referee fees with him/her on game day. He/she secures fields and referees as needed.
   8. The team manager communicates with the coach to **coordinate tournament details** including hotel arrangements and communicating game schedule and other important arrangements including travel and team check in. Jennifer Schriffert handles all LVU team tournament applications.
   9. The team manager arranges **fields and refs for home games**
   10. The team manager works with club’s **State Cup representatives to schedule home games** (if applicable)
2. **Uniform Coordinator**
   1. This individual will **work with the LVU Uniform coordinator, Jennifer Schriffert,** to ensure his/her team is properly outfitted with LVU Training Gear and Uniforms.
   2. **LVU Spirit Wear is ordered seasonally**. Either the team manager or team uniform coordinator can handle the communication and collection of orders when contacted by the Spirit Wear coordinator.
   3. **LVU is an Adidas affiliated club**. When representing LVU on the field, all LVU gear, with the exception of footwear must be Adidas.
3. **United Gives Back (UGB)**
   1. This individual (can be a player and/or a parent) will **work with the UGB Coordinator to ensure his/her team is aware of and understands this LVU Core Value**. He/she will **facilitate team participation** in charitable events throughout the year as organized by UGB and/or as decided on by the individual team.
4. **Lou Ramos Classic Tournament Representative**
   1. This individual **receives e-mail communication from the Tournament Director** and passes it on to his/her team. This individual will be aware of the **Tournament Sponsorship and Advertising** opportunities. This individual will receive the team volunteer responsibility for the tournament and **will fill the time slots with team volunteers** in whatever format works best for the team. There is one mandatory meeting just prior to the tournament.
5. **Website**
   1. This individual is **responsible for working with the LVU Webmaster to keep his/her LVU Team page updated** with pertinent team information, photos, team calendar, etc.
6. **Team Registration**
   1. This individual is **responsible for working with the LVU Registrar to ensure his/her team has the appropriate roster and passes** through EPYSA and/or US Club. This person is responsible for ensuring that either he/she or the team manager or team coach is given the task of having the Team Binder containing the necessary paperwork and passes for game day and for tournaments.
7. **College Representative (high school age teams only)**
   1. This individual is **responsible for receiving communication from the Soccer in College committee and relaying the information to his/her team**. This individual is responsible for **working with the committee to create team profile brochures** for his/her team to hand out during college showcase events. This individual is also **responsible for ensuring that players have their Got Soccer player accounts** set up and updated regularly.

**Important Supporting Information**

**1. FIELDS**

1. LVU’s home field complex for outdoor games is the Lehigh County Sports Fields and Lehigh University’s Kaufman Fields at Goodman Campus. FC LVU’s home field complex for indoor games is Turff Club and the Lou Ramos Center. Directions and a field map are available on the FC LVU website under the Contact tab.

b. LVU has access to many other fields for practicing and games. Turf fields are usually reserved for important state cup games and Region 1 games.

**2. FINANCIAL AID**

FC LVU accepts applications for financial aid after tryouts and through September 3 for the upcoming soccer year. Award status e-mails are sent on September 24. Parents should e-mail [info@lehighvalleyunited.com](mailto:info@lehighvalleyunited.com) to request the application. The funding for the financial aid program comes from The Lou Ramos Classic tournament. The amount of money dispersed is based on the success of the tournament. When the funds are allocated, we cannot support additional applications within the seasonal year.

**3. KEEPER TRAINING**

1. Team manager or coach should e-mail Director of Goal Keeping the names and e-mails of your keepers. Keepers will be contacted directly with the training schedule with them.

**4.LEHIGH VALLEY UNITED LOU RAMOS CLASSIC:**

**August 13-14, 2016 GIRLS WEEKEND, September 2-4, 2016 BOYS WEEKEND**

This tournament is a mandatory event for all FC LVU teams U8-U14 Boys and Girls. This is a mandatory event for all LVU Families U8-U18 to volunteer. Boys teams will volunteer during the boys weekend. Girls teams will volunteer during the girls weekend. The LVU Lou Ramos Classic Tournament Committee will be contacting you regarding team responsibilities to our tournament. All teams must solicit at least $300 in tournament sponsorships for the Tournament Hospitality book.

**5.** **MEDICAL KITS & INJURIES**

Teams are responsible for putting together their own medical kits.

**6. REFEREES**

1. Go to the EPYSA website and download a copy of the current referee fees by clicking on the Referees tab. Keep this with you in your binder.

2. Referees are automatically assigned for the Delco, PAGS and Outdoor State Cups through your Referee Assignor.

3. For MAPS/EDP/JAGS, please request referees using referee assignor Pete Csongradi. Contact information:

Home e-mail: [petecs@aol.com](mailto:petecs@aol.com) (doesn’t check his e-mail on weekends, please call)

Cell phone: 484-894-0522

Home phone: 610-435-6467 (after 5pm)

1. VERY IMPORTANT- YOU MAY NOT CANCEL REFEREES AFTER WEDNESDAY OF THAT WEEKEND’S GAME OR THE TEAM WILL HAVE TO PAY BOTH TEAM REFEREE FEES.
2. When you receive your game schedule, please request referee fees by e-mailing Jennifer Schriffert and telling her how many games you have. She will gather all referee requests from the club, request payment and a check will be mailed to you for the total amount of your team fees each season.

**7. TEAM REGISTRATION**

1. Each team is responsible for creating and maintaining its official roster through either the EPYSA or US Club Soccer database. The system you will use will depend on the league(s) you are entering. For assistance and to begin this process, please e-mail the LVU Registrar. Tammy has an instructional document that will be emailed to give specific instructions on the registration responsibilities.
2. Each team will have a Got Soccer account that will be set up by LVU. This account is carried with the team through the years. For assistance, please e-mail Jennifer Schriffert. An important step in the beginning of each season is to create an electronic file of your completed registration materials that can be used to register online for tournaments and avoid traveling to the sites early to complete this step. You would upload the roster; player passes as well as medical release forms in a pdf format. Other tournaments require your roster to be maintained through GOT soccer account so please refer to the registration instructions for each tournament your team attends to be sure to be in compliance.

**8. TEAM TRAINING SCHEDULES AND GAME REQUESTS**

1. DOCs and coaches will determine number of training sessions per week and the training schedule.
2. You will receive your training assignment either through your coach or LVU Administration
3. When you receive your league game schedule, you may request your home games at either Lehigh University by e-mailing Gina Ramos at [ginaramos@lehighvalleyunited.com](mailto:ginaramos@lehighvalleyunited.com) or Lehigh County Sports Fields by e-mailing Marti Schwartz at [sportsfields@gmail.com](mailto:sportsfields@gmail.com). For all turf field requests, please e-mail Gina. Please note that turf fields will only be approved for important state cup games and Region 1 games in March. All March league games should be played “away” or pushed into later in the season.
4. Request to be put on the Lehigh County Sports Fields e-mailing list for field closures, schedules, updates, etc. by e-mailing Marti Schwartz at [sportsfields@gmail.com](mailto:sportsfields@gmail.com). The schedule at county fields is also posted on the county fields website at: <http://www.lcsportsfields.org/> via a Google Calendar.

**9. TEAM WEBSITE**

1. Each team has a team page on the FC LVU website that can host a google calendar for you to keep your team calendar (you manager the calendar)

2. Contact Webmaster Trevor Keys to make any necessary changes/additions to your team page.

**10. TOURNAMENT REGISTRATION**

Coaches and DOCs will determine the tournaments that the team will be entering. Jennifer Schriffert will enter teams in their respective tournaments. Communication from tournaments will be sent directly to teams. Teams are responsible for team registration at the tournament as well as following any housing protocol that the tournament is requiring. Please see the information under Team registration for additional important details. If your team is not accepted to a tournament, please notify Jennifer Schriffert immediately and let her know which tournament you would like as a substitute.

**11. TRYOUTS**

LVU teams have open tryouts around March, April or May of each year. Once dates/times are decided by DOCs and Coaching staff, this information will be disseminated via e-mail, newsletter and our website. At the time of tryouts, next year’s budget and projected team annual plan will be presented. LVU Administration and coaches will coordinate the tryouts but if you have any team volunteers who would like to help check in players, it would be appreciated. Please e-mail [info@lehighvalleyunited.com](mailto:info@lehighvalleyunited.com) if you would like to help.

**12.UNITED GIVES BACK**:

*In memory of Lou Ramos, Lehigh Valley United founder*

*Lou Ramos was a role model and an inspiration to all; young and old, on and off the soccer field. He was husband, father, friend, soccer coach, educator and community activist. We at Lehigh Valley United can honor his memory by encouraging our soccer players to be the best they can be on the soccer field, in school and in the community.*

**Andy McIntyre, President LVU, 2007-Present:** Quoted from Andy’s speech at the 1st Annual Lehigh Valley United Lou Ramos Classic, tree dedication ceremony, August, 2008: “The tree symbolized to me, that although Lou is not physically here with us, still the roots that he planted in our club are alive and growing and his vision is being converted to reality through the efforts of our coaches, players and parent volunteers. But we are not just thinking in terms of ten years in planning this tree, nor was Lou just thinking about soccer in his vision for this club. Lou’s vision was about soccer as a catalyst for teaching the people. The values that he imparted to young men and women on the soccer field were concepts not just about controlling a ball and scoring a goal. The values he focused on are hard work, setting and achieving goals, dedication, self discipline and commitment to improving every day.”

**Greg Ramos, Executive Director of Soccer Operations, 2008-Present:** “Lehigh Valley United is really about mentoring kids in the community by creating programs and opportunities for them,” said Greg Ramos, Executive Director of Soccer Operations, Lehigh Valley United F.C. “We teach the kids how they can give back to the community that supports them by helping others in turn.”

United Gives Back Volunteer Opportunities- LVU is partnered with the Allentown School District and Allentown Youth Soccer Club. Our focus is to better our own community through our outreach.\

This can be done by doing any of the following:

* Donating clothing, food and other items to Central Elementary School’s Clothing and Food Pantry

Done on a team basis

* Donating gently used (or new) soccer gear to Allentown Youth Soccer Club
* Other volunteer opportunities as they develop

Past opportunities have been Saturday Scholars and Read Across America

United Gives Back has great opportunities for players looking for Confirmation hours, Senior Projects, School volunteer hours, etc.