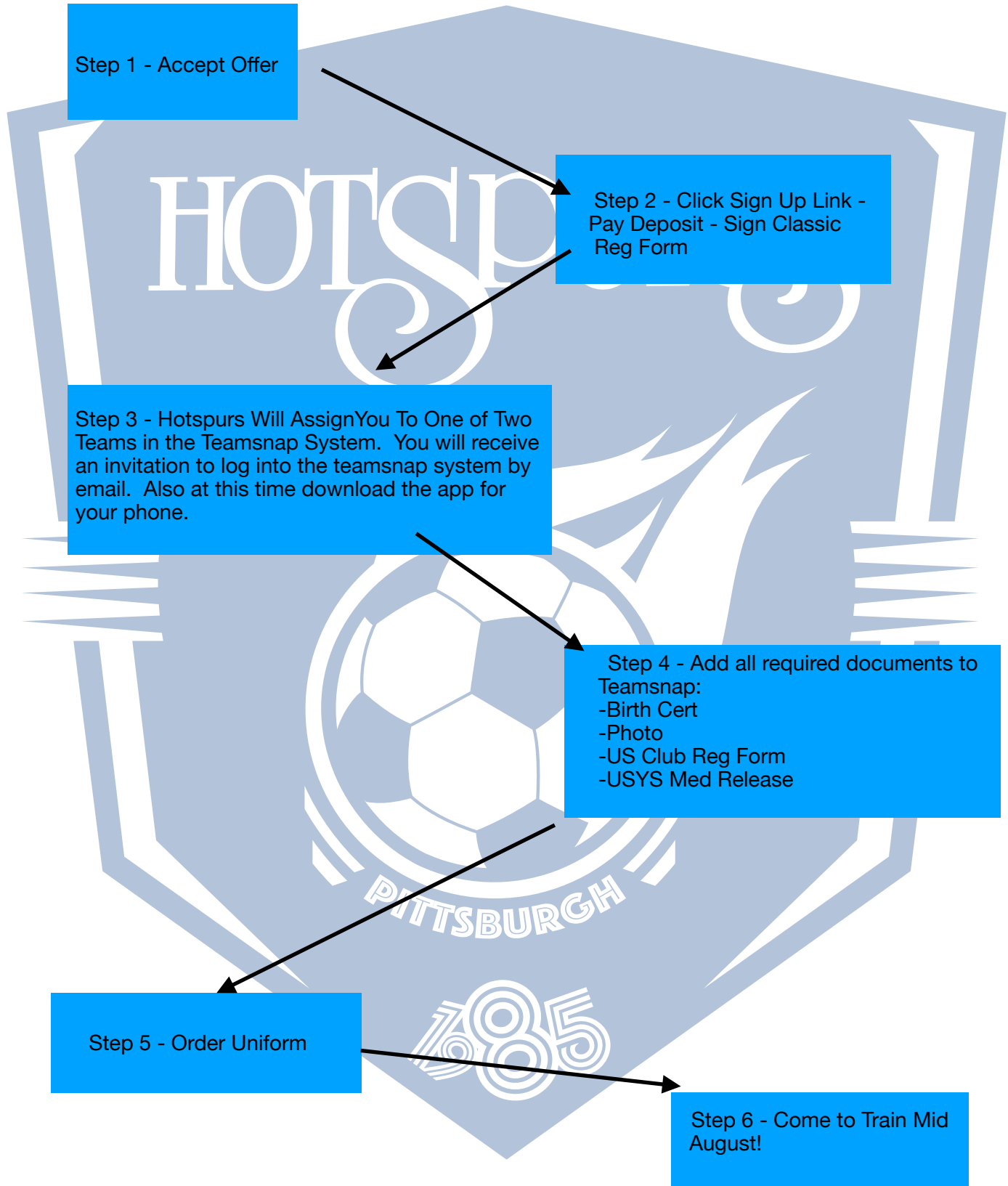


## Hotspurs 2018/19 - Info Pack

This info pack will teach you how to complete the below 5 step process, this process is time sensitive so your attention particularly if you are a new player to the club is appreciated:

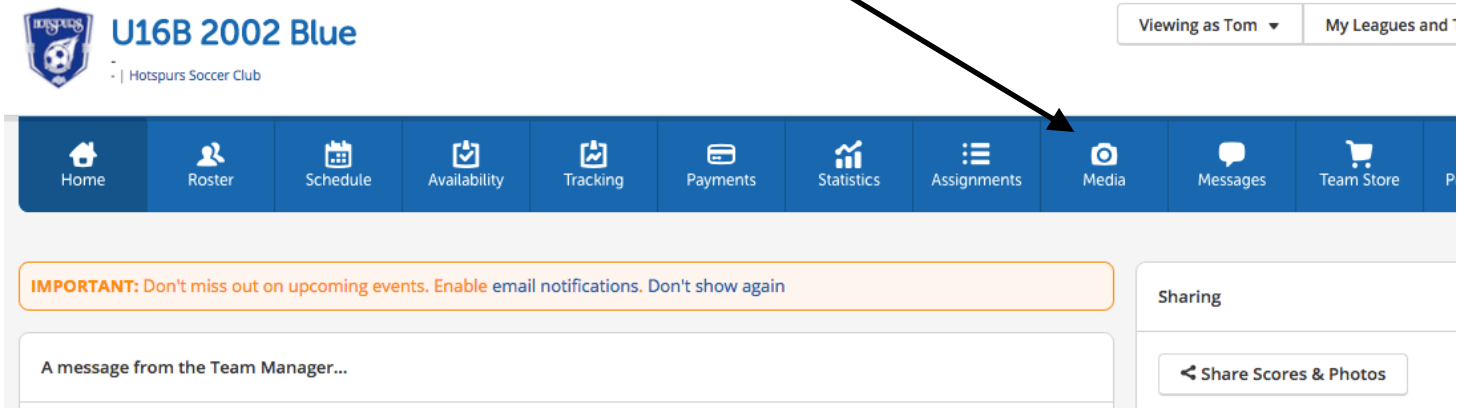


## Hotspurs Player Sign Up Process - 2018/19

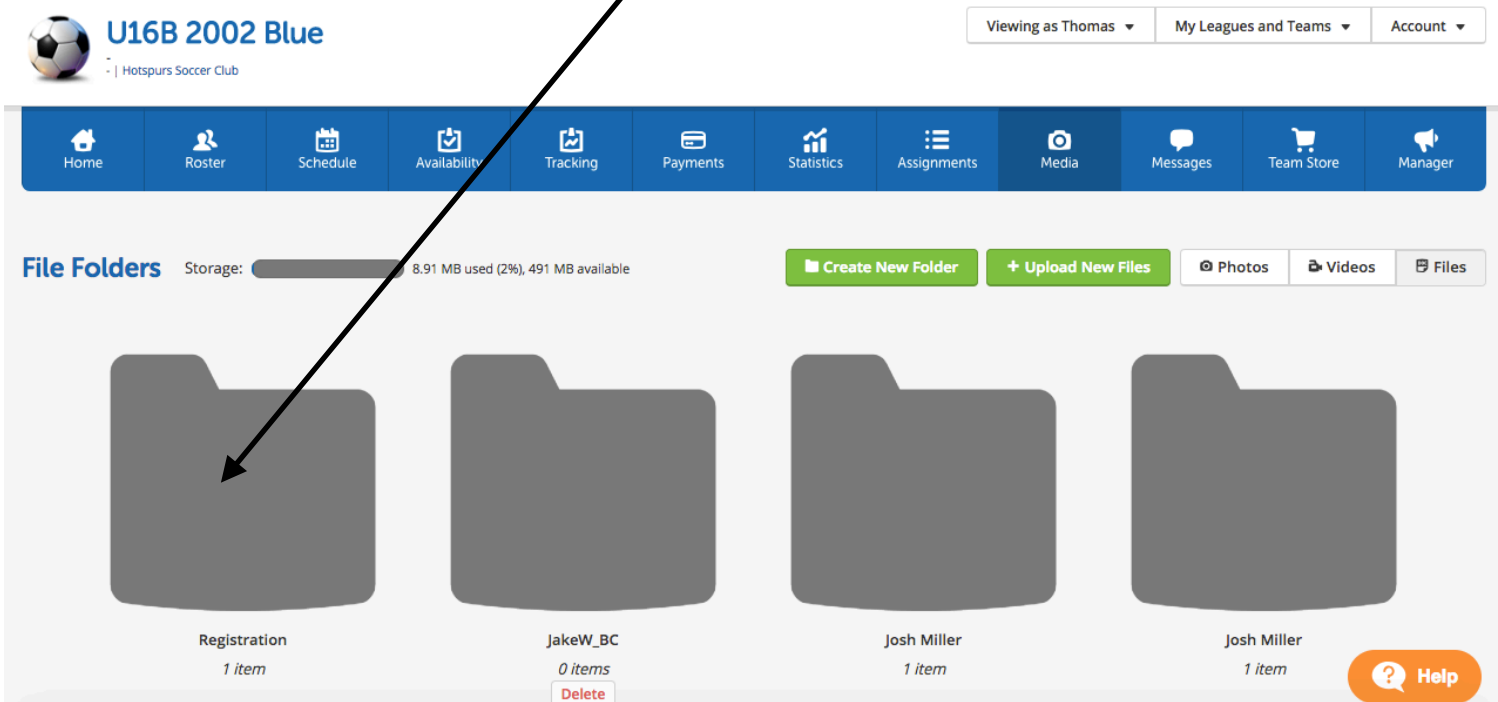
Welcome to our club. This document will educate you on everything you need to do in order to get into our system. Teamsnap is at the core of everything we do, it runs our club. We have tried to include everything that we need to be gathered within this software so between the website and Teamsnap it becomes a one stop shop for Hotspurs info.

Important Items/Dates:

- The most important thing right now if you are a new player is to get documents into your teamsnap profile
- 1 - log into teamsnap now that you have done the initial sign up and set up a account, new players will be added to a team called NEW PLAYERS - Returning players will be added to a team called RETURNING PLAYERS, this is to help our registrar navigate info quickly as we are under deadlines to roster players
- 2 - Go to the media folder in your teamsnap account



3 - In the media file go to the folder called REGISTRATION



4 - In the registration folder will be a couple of forms that you need to have filled in:

New Players:

- USYS Medical Release
- US Club Medical Form

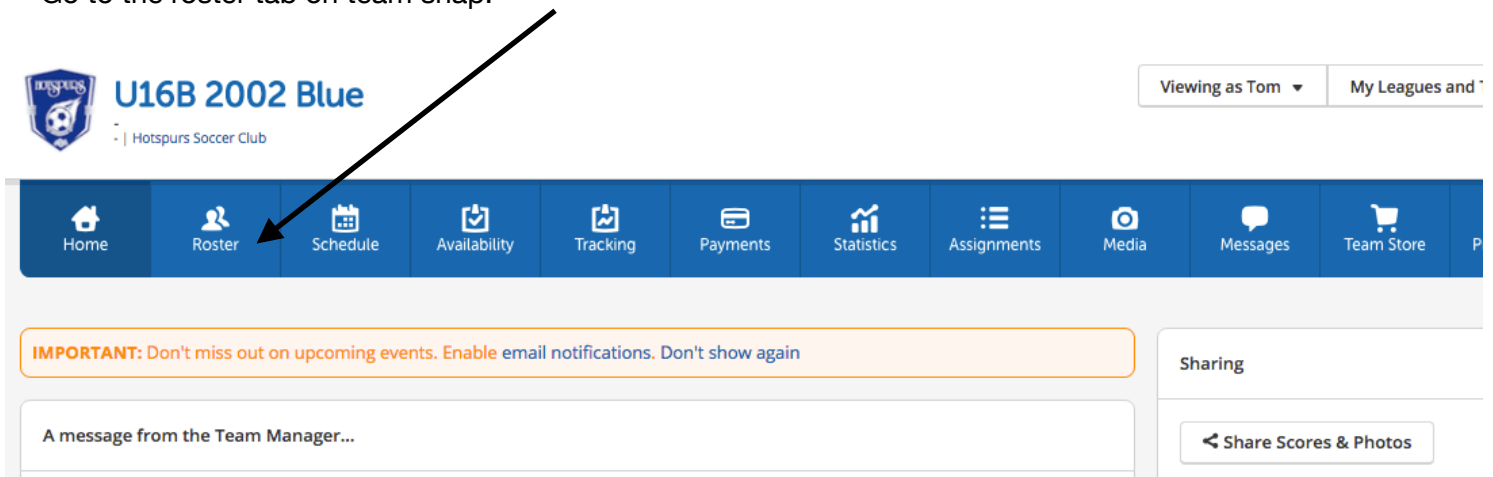
Returning Players:

- USYS Medical Release

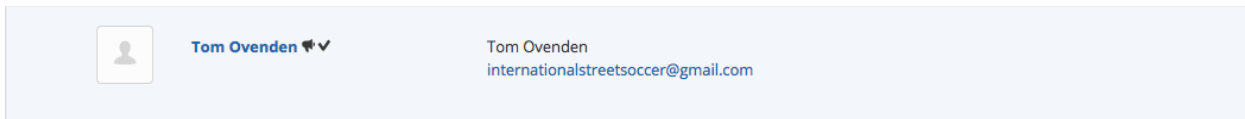
5 - Once you have filled out those you need to scan them - YOU MUST NAME THE DOCUMENT USING YOUR LAST NAME THEN FIRST NAME AND THEN THE ABOVE NAME OF THE DOCUMENT, IN THAT ORDER for example - 'smithjohnusysmedicalrelease.doc'

6 - Now the documents are scanned, you need to upload them to Teamsnap. Do not upload them to the media box in teamsnap, that is publicly viewed (shared photos etc). You need to upload any sensitive document (birth cert, signed docs etc) to your **PROFILE**, along with the forms upload a photo and birth cert:

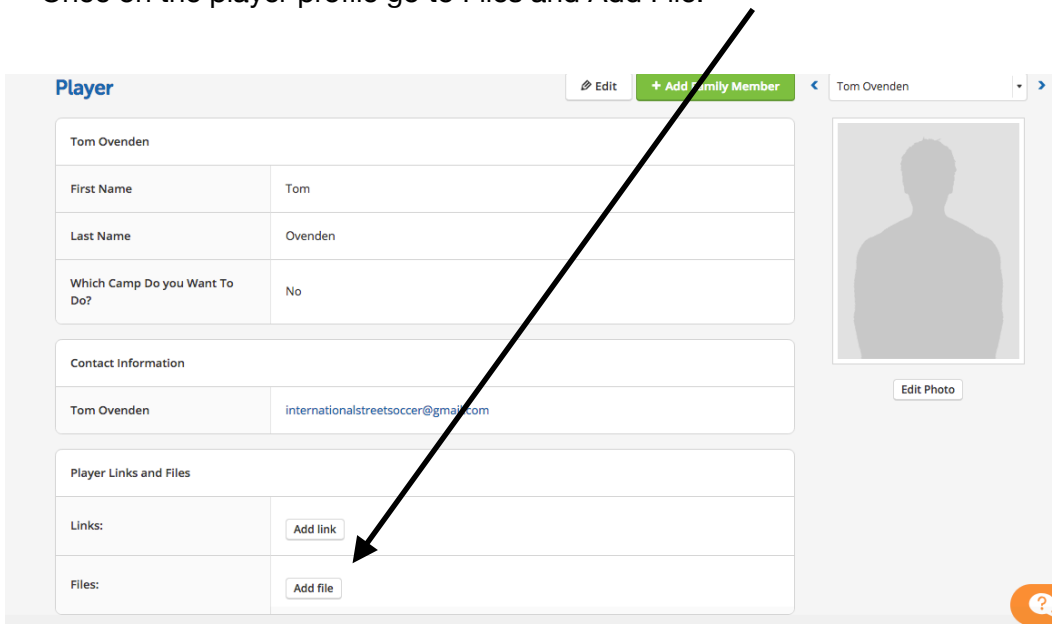
Go to the roster tab on team snap:



Then go to the players name:



Once on the player profile go to Files and Add File:



7 - Anything that we ask to be submitted to the club will be done through teamsnap, we want you to feel secure that your documents are safe and there is one place they are kept that is secure. This is protected by teamsnap encryption software and is very safe.

8 - Once all documents are all in your teamsnap profile please double check the following is in there for each player category, returning players only need limited docs done, so don't replicate work for yourself:

**New Player To The CNeeds:**

USYS Medical Form - Upload to Teamsnap Profile

US Club Soccer Reg Form - Upload to Teamsnap Profile

Player Photo - Upload in the player profile

Player Birth Certificate (MUST BE A PDF NOT A PHOTO) - Upload to Teamsnap Profile

**Returning Player Needs:**

USYS Medical Form

-Any returning player may on request from the registrar need to submit a form, this will be done through teamsnap, this may be US Club form or birth cert for example.

9 - Summer Camps - in the budget you get included a summer camp for your son/daughter the dates of these camps are as follows:

June 25th-29th - For U11,U12,U13,U14,U15 - You Will be emailed a link once you pay your deposit

July 23-27th - For U11,U12,U13,U14,U15 - You Will be emailed a link once you pay your deposit

-Uniform Fittings - At the summer camps we will have full uniforms available to try on so you can get the correct size for your son/daughter. You can also pop into soccer source in order to try anything else on - 9600 Perry Hwy #3, Pittsburgh, PA 15237

You are required to buy the following as per our agreement with Puma:

**TO GAIN ACCESS TO THE UNIFORM ORDERING SYSTEM EMAIL KELLY MYERS ON THE EMAIL BELOW**

-U9/U10 teams : Navy jersey, Navy shorts, Navy socks, White socks and Yellow jersey

-U11/U12 teams: Navy jersey, Navy shorts, Navy socks, White jersey, White shorts, White socks and Yellow jersey

-U13 and older teams: Navy jersey, Navy shorts, Navy socks, White jersey, White shorts, White socks, Yellow jersey, Navy warm-up pants and Navy warm-up jacket

Returning Players will not need to purchase the white socks if they still have a pair that fits since that style has not been discontinued.

Returning Players U13 and older that have warm-ups that still fit will not need to purchase the new style.

**Important Contacts:**

**Phase Leaders**

FP - Peter Mulhern - [coachmulhern@hotspurs-soccer.com](mailto:coachmulhern@hotspurs-soccer.com)

YDPG - Jordan Daloisio - [coachjordan@hotspurs-soccer.com](mailto:coachjordan@hotspurs-soccer.com)

YDPB - Tom Campbell - [coachtomcampbell@hotspurs-soccer.com](mailto:coachtomcampbell@hotspurs-soccer.com)

CPPG - Dave Richmond - [coachdave@hotspurs-soccer.com](mailto:coachdave@hotspurs-soccer.com)

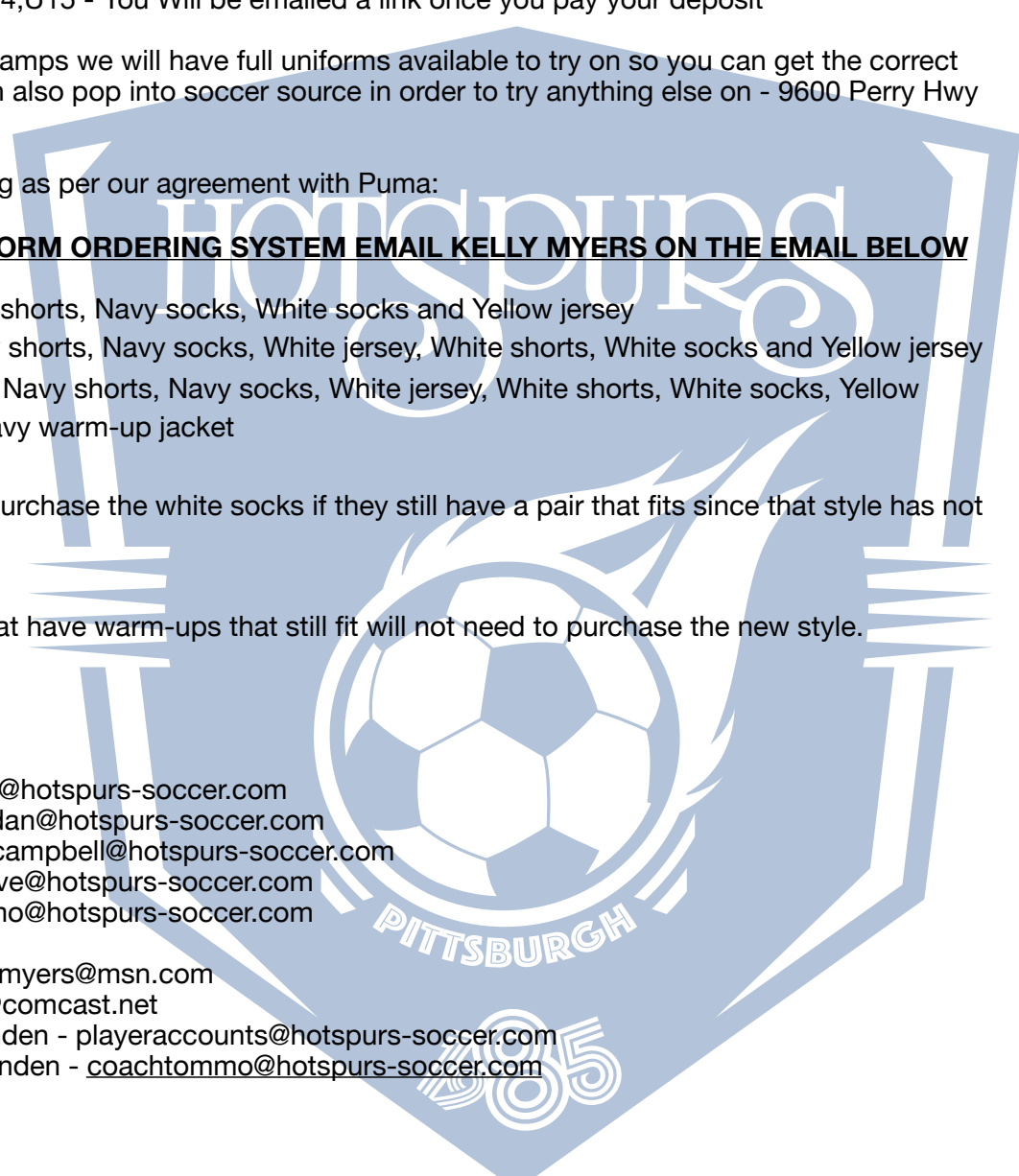
CPPB - Tom Ovenden - [coachtommo@hotspurs-soccer.com](mailto:coachtommo@hotspurs-soccer.com)

Uniforms Contact - Kelly Myers - [tkmyers@msn.com](mailto:tkmyers@msn.com)

Registrar - Kim Victor - [ckim4cmc@comcast.net](mailto:ckim4cmc@comcast.net)

Accounts/Payments - Chrissy Ovenden - [playeraccounts@hotspurs-soccer.com](mailto:playeraccounts@hotspurs-soccer.com)

Director of the Academy - Tom Ovenden - [coachtommo@hotspurs-soccer.com](mailto:coachtommo@hotspurs-soccer.com)



**Calendar Of Club Wide Events - Please Use For Fridge or Back Door!**

June 7th-11th - Tryouts

June 25th-29th - Summer Camp - 1 of 2 camps - Included in the price - Camp Link Emailed to You Once You Have Paid a Deposit

July 23rd-27th - Summer Camp - 1 of 2 camps - Included in the price - Camp Link Emailed to You Once You Have Paid a Deposit

July 6th - Uniform ordering deadline for anyone playing in the fall. Any older players order Aug 3rd - connect with Kelly Myers (Uniform Coordinator)

Aug 1st - Rosters Will Be Declared (all players must have completed all paperwork)

Aug 3rd - Deadline for ordering Uniform for older players playing winter/spring

Aug 13th-17th - First Week of Training - Includes 3 x Day x 1.5hrs Mini Camp for all teams U11-U15 B & G

Aug 19th-20th - Optional Tournament - Megan Klingenberg Invitational - Additional Cost Around \$80 - Sign Up Will Come in August Through Teamsnap

Aug 20th, 21st, 22nd, 23rd - Club Skills Testing, Club Concussion Baselines Recorded (Delivered By Legacy Medical Centers), Stretching Masterclass (Legacy Medical Centers)

Aug 24th, 25th, 26th - Coaches Mandatory Coaching Course Held At Founders Field (no games this weekend - players will be asked to attend the course as subjects to be coached - invite only)

Sept 1st - Friendly Games @ Founders Field - Family Event

Sept 8th - PA West & League Games Begin

Nov 2nd - Fall Training Ends

Nov 5th-23rd - Winter 1 Begins - 3 Weeks - U11-U15 - 5v5 & 7v7 League Hosted at the Weekends

Nov 5th - College Prep Phase Teams Will Begin To Start to Get Together (phase leaders will communicate exact week of commencement)

Dec 3rd-21st - Winter 1 Starts Again - 3 Weeks - U11-U15 - 5v5 & 7v7 League Hosted at the Weekends all phases

Jan 1st - Rest for Foundation Phase and YDP for the month of Jan - College Prep Phase will train in the month of January

Feb 4th-March 29th - Winter 2 Begins & Ends - Foundation Phase & YDP & CPP

April 1st - June 2nd - Founders Field Will Open and Spring Session Begins for all Phases

June 1st - Awards Presentation Night

June 3rd - 7th - Tryouts 2019/20

