

A SIMPLE GUIDE TO MANAGING A SOUTHERN CALIFORNIA TRAVEL TEAM



Distributed by SoCal ASA Staff
www.socal-asa.com

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SOUTHERN CALIFORNIA ASA INDIVIDUAL REGISTRATION

The first step toward managing a SoCal ASA "A" team is the registration of that

team and players with the SoCal ASA organization. You will do this by completing the “on-line” registration procedure and mailing your invoice with a copy of proof of age, ie: birth certificate, baptismal certificate, hospital certificate, driver’s license, or valid passport along with the appropriate fees, to the address listed on the invoice. Managers/Coaches are also required to sign the Background Check Release form and send this along with a copy of their driver’s license. Please log on to www.registerasa.com if you have not already done so, to register your team/players/managers/coaches. Incorrect information or information not provided may result in the decline or delay of your registration approval.

Once we have received your invoice and check or money order, your team/players/managers/coaches will be verified and approved, you will be mailed I.D. cards for your coaches and players from VTD, which is located in Texas. You should give your coaches their ID card and player’s one I.D. card and keep the 2nd card for your records. It is **MANDATORY** starting in January 2008 that you register and background check all of the managers and coaches on your team through the SoCal ASA registration process, they will receive one (1) photo ID card. Only those team staff members [managers/coaches/team parent] that have been registered and background checked will be allowed to participate as managers and coaches and be allowed on the field or in the dugouts.

At the Annual Travel Ball Meeting you will be given your 2008 team packet if your team has met the SoCal ASA requirement. This packet will include a variety of informational handouts, as well as specific forms you will need during the season. A “Yellow Book,” which includes rules and regulations specific to So Cal ASA; Pacific Coast Region 14 Handbook and an official ASA rule book will also be provided.

Individual registration including registering and background checking all managers and coaches is mandatory in order for you to register your ‘A’ Travel Team in Southern California. This procedure has been implemented by SoCal to insure that each and every player is recognized with the ASA membership and has the full benefit of being insured by Bollinger-Fowler Insurance Company.

When you register your players, this insurance coverage stays with this player throughout the year and follows her if she chooses to leave your team. This insurance is designed as a benefit of their ASA registration and is meant to supplement any existing coverage they may have with their parent’s health plan. There is also a \$2,000,000 liability policy to protect the players, coaches, and team against lawsuits arising out of their softball participation.

Each registered member receives their own ID card with their photo, name, date of birth, ASA age. On the back of the card is information regarding the insurance coverage and the number to call in case of an accident claim. You can also get this information on the Bollinger Insurance website at www.bollingerasa.com. This form must be signed by parents, team manager and State Commissioner or his designee prior to sending the claim form to Bollinger Insurance. **[Form #1]**

This coverage is effective January 1st through December 31st of the current year. Requests for Certificates of Insurance naming field owners as additional insured should

be directed as follows: mikeschuck@sbcglobal.net. There is no additional cost for this.

Why Individual Registration? The ASA is committed to the goal of providing accident and liability insurance for all participants in the J.O. (youth) program. That includes players, managers, coaches and team parents.

COMMUNICATING WITH SOCAL ASA STAFF

ASA Web Site:

The So Cal ASA web site provides a wealth of constantly updated information regarding So Cal ASA, as well as links to related sites. Many of the forms you will need during the season are available on the website. The web site address is:

www.socal-asa.com

Travel Age Group Commissioners:

A Travel Age Group Commissioner is assigned to each age group. The name, address, phone number, and e-mail address for your Age Group Commissioner can be found in the first few pages of the Yellow Book under the Age Group Commissioners heading or on the web site. Take a moment to copy the information for your Age Group Commissioner somewhere that will be readily accessible to you during the season.

Your Age Group Commissioner is your first line of communication with So Cal ASA staff. Any questions or issues should be discussed with your Age Group Commissioner before you pursue other avenues. Please remember that So Cal ASA staff is an *all-volunteer* staff. This means that most staff members have regular jobs they need to attend to during normal working hours, so be sure to allow a reasonable amount of time for an ASA representative to get back to you. Staff members make every effort to return calls within 48 hours. You can help staff help you by following a few simple suggestions when you leave a message:

1. E-mail is best, please do not email and telephone on the same day.
2. Be sure to leave your name, your team's name, and a phone number(s) where you can be reached.
3. *Include the reason for your call.* Leave information as specific as possible. This way, your Age Group Commissioner can find the information you need before returning your call. And, if you're not immediately available when your call is returned, it might be possible to leave the information you are looking for on your voice mail, thus alleviating marathon rounds of "telephone tag."
4. When you ask questions of your Age Group Commissioner, don't ask for "what if" scenarios. Tell your Age Group Commissioner specifically what you are calling

about and exactly what you're trying to do or need do. This is the only way your Commissioner can be sure to give you the correct answer for your specific situation.

5. Let your Age Group Commissioner know how early/late it is okay to call. Many Age Group Commissioners do paperwork in the late evening/early morning hours before or after their regular jobs. If you're habitually up until 11:00 p.m. at night, include that information on the message you leave. Chances are you might get a return call that night instead of having to wait until the following day.
6. **Do not call multiple staff members with the same question.** Staff members work hard to respond as quickly and accurately as possible to team representatives. It can be disheartening for a staff member to spend time listening to your message, formulating a response, and trying multiple times to reach you only to be told, "Oh, yeah. I talked to so-and-so and he/she already told me that."

TEAM NOTEBOOKS

Most Managers find it helpful to create a team notebook in which to keep copies of all required paperwork. As a *suggestion*, the following items might be included:

1. Proof of ASA Registration: Until your registration process is completed, keep a copy of your invoice. Once completed, you will receive two (2) photo ID cards for your players and one (1) photo ID card for managers/coaches. Keep one for your notebook and give one to the player's parents.
2. Proof of Insurance: As per the ASA Code the ID cards are proof of insurance. You may request a team insurance certificate once your invoice has been approved, at the same time you may request an additional insured for Park & Rec, cities etc. These will be emailed to you. Please see the insurance request form **[Form #11]** It is a good idea to make several copies of the policy, since participation in some tournaments requires you to provide a copy to the tournament director upon registration.
3. Championship Roster: Once your Age Group Commissioner has signed your championship roster, keep your copy in here. Again, you may find it useful to make several Xerox copies for mailing with tournament registration materials. The roster needs to be **double sided**, not two pages [landscape].
4. Individual Player Information: One easy way to keep all necessary information regarding players ID cards is to get a sheet protector, such as one that holds business card's, that holds up to ten (10) ID cards. Put the ID cards in the same order as they are on the championship roster.
5. Copies of all completed tournament entry forms, So Cal ASA travel request forms, and related items.

6. Other Items You Might Wish to Include: A listing of all players with home addresses and phone numbers, extra copies of the team's tournament and practice schedules, copies of information distributed to the players regarding team rules, etc.
7. Manager's and coaches will also receive one (1) photo ID card when they register. Photo ID cards will be mandatory starting in 2008. NOTE: It is required that all managers and coaches are registered and background checked.

RETURNING TEAMS

Requirements for teams with "return" berths to the USA/ASA National Championship Finals from either the Western National or last years USA/ASA National Championship Finals are: ****Exception Gold****

1. 10u, 12u, 14u, 16u and 18u, all players, managers and coaches must be registered by June 15th of the current year.
2. Championship Rosters must be completed and signed and sent to your Age Group Commissioner by June 15th of the current year
3. Not less than five (5) returning players must be on the roster and at the USA/ASA Championship Finals, in uniforms and ready to play.
4. National Tournament Entry Form will be available from and signed by your Age Group Commissioner.
5. Roster change deadline is July 1st of the current year.

REQUIRED PAPERWORK

As a team Manager, you are **required** to do specific paperwork. It is important for both you and So Cal ASA that these items be completed by the established deadlines found in the Yellow Book and on the website.

PROJECTED SEASON BUDGET : [Form #2]

You are required to provide a projected season budget to all players **before** you have them sign a player agreement. It is required that you also provide an end of season budget as well. Although ASA does not mandate the format you must use, a sample is provided toward the end of this guide.

PLAYER AGREEMENT/PARENT CONSENT/PLAYER RELEASE (Aka Player Contract): [Form #3]

This form is valuable to you as a Manager because it protects your players from being pursued by other teams. These forms are not valid until they have been **in the possession of your Age Group Commissioner** for seven (7) days. Therefore, it is to your advantage to complete these forms as early in the season as reasonably possible and get them turned in. Once the Player Agreement has been in the possession of the Age Group Commissioner for seven (7) days, they become binding and, generally, players will not be released without your consent, after seven (7) days player release will be as set forth in the Yellow Book. Exceptions to this include the successful lodging of a complaint against a Manager by a player or parent or the conclusion of championship play for the current season.

There is a **deadline** by which this form must be turned in; this deadline is shown in the Yellow Book or in the "Deadline Dates" section of the web site. Your players depend upon you to do your part in keeping them valid, legal players. Please be sure to meet your obligations.

Each player on your team must complete and return this three-part form to you in order to be a protected player within your organization. Be sure the player completes the top portion legibly with her full **legal** name (as it appears on her photo ID card unless, legal documentation is available to explain a name change, per ASA Code) and that the **full** name of the team is used. As a Manager, it is your responsibility to see that an amount is added to paragraph 4 prior to the player signing the form. If you do not include a dollar amount, ASA will consider the amount to be **zero**.

When the player has completed the top section and you have completed paragraph 4, be sure the player and parent/guardian, if the player is less than 18 years old, sign and date the appropriate lines at the bottom of the form. **Do not sign the Manager's signature line at this time.** This is used only in the event that you wish to release a player prior to the season's end.

When this form has been completed and signed, separate the three copies. The player should be given the **pink** copy, and you should keep the **yellow** copy with your team paperwork. Send the **white** copy to your Age Group Commissioner at the address shown in the Yellow Book.

If you choose to release a player during the season (at the player's request or at your desire), sign the bottom line of the yellow copy and mail it to your Age Group Commissioner. **Do not give the release to the player or parent**, as it is not considered to be valid until received by the Age Group Commissioner. If the player wishes to have a release for her records, you may sign the pink copy she was given at the beginning of the season or give her a Xerox of the yellow copy before you mail it to your Age Group Commissioner. It is not necessary to physically release players at the end of a season; players are automatically released when the team is no longer eligible for championship play. Please see Player Release section in the So Cal ASA Yellow Book.

Sending in Player Agreements of players that are not registered for the current season will not lock this player to your team. The Age Group Commissioners will not accept any player agreements of any players that are not currently registered.

NOTE: Releasing player on VTD, DOES NOT meet the requirements as set forth above.

PROOF OF AGE, PHOTO ID CARD

You are required to have in your possession a copy of a valid proof of age and photo identification for every player on your Championship Roster. The ID cards provided by SoCal ASA through VTD are accepted throughout the country [Article 501A-07-c]. This ID card fully complies with this article. Please be sure that the name on the photo ID card is exactly the same as shown on the player agreement and Championship Roster. **If the name change was not legally accomplished, the player must use her legal name as it appears on her birth certificate.**

CHAMPIONSHIP ROSTER: [Form #4]

In order to participate in championship play (any play that has the potential of leading to the USA/ASA National Championship or Western National tournaments), you must complete a Championship Roster. It is important that the players' names on this roster match **exactly** the players' names as listed on their photo ID cards and player agreement forms. **The use of nicknames is not acceptable.** If the proof of age says Jacqueline Porter, the roster should **not** say Jackie Porter. And if the proof of age says Cynthia Lewis, the roster may not list that player as Sissy Lewis!

Once you have obtained all player information, player signatures, and parent/guardian signatures for players under 18, you need to fill out the Manager's portion of the form. **It is not necessary to have Championship Rosters notarized.** Once the form has been completed, the roster must be mailed to your Age Group Commissioner. Your Age Group Commissioner will verify the eligibility of each player (so be sure player agreements have been previously filed or send them with the Championship Roster), they will sign the roster, and return the original. Make a copy of the roster; this should be kept with your team records. You will need the original to enter championship tournaments. You may wish to make several copies of the original for submission with championship play tournament registration, since it is sometimes difficult to retrieve the original from one tournament director in time to submit it for your next tournament.

On the VTD site you can print your team roster, but it will only be accepted if it is printed landscape [sideways] and printed front and back on one sheet of paper. The VTD roster will have all of your players that are registered, in alphabetical order with their ID number. You will need to get the signature of the players and their parents if under 18. The manager must sign the back of the roster as well.

There is a **deadline** by which this form must be turned in; this deadline is shown in the Yellow Book or in the "Deadline Dates" section of the web site. Your players depend upon you to do your part in keeping them valid, legal players. Please be sure to meet your obligations.

END OF SEASON BUDGET :

[Form #5]

At the end of the season (no later than 30 days after Nationals have ended or the team has completed championship play, whichever comes first), you must provide to all players an itemized statement of all expenses incurred and money expended during the season. Although ASA does not mandate the format you must use, a sample that might be useful as a model is provided toward the end of this guide.

OTHER PAPERWORK

Depending upon your team's goals for the season, it may be necessary to complete various other items during the season. Forms you will probably need include:

SOUTHERN CALIFORNIA TRAVEL TEAM TOURNAMENT ENTRY FORM

[Form #6]

This form will be included in the packet you receive when ASA registration of your team has been completed and is required if you want to participate in the State Championship tournament. Please note that the deadline is for **receipt** of entries, not postmarking, so be sure to complete and mail the form with time to spare in case of delay. **No exceptions to the deadline will be granted.**

Participation in the State Championship tournament is important. Not only does it give your team the opportunity to qualify to represent So Cal ASA at the annual National Championship tournament, but it is also the only path to some other events:

Participation in the State Championship tournament is the only way to qualify for participation in the Regional Championship [except 18Gold] and the Western National tournament. Successful participation in Western Nationals can provide a berth to the National Championship tournament the following year if qualifying criteria are met (sufficient number of returning players, etc.).

OFFICIAL NATIONAL TOURNAMENT ENTRY FORM

[Form #7]

This form is required for entry in any ASA qualifying tournament including, Hall of Fame Qualifier, Hall of Fame tournament, any National Qualifier, Regional, Gold Regional, Gold Sector tournaments and the National Championship tournament. You will also be required to submit this form for the Western Nationals.

Fill out the team portion of the form and either mail it or fax it to your Age Group Commissioner. Your Age Group Commissioner will, in turn, complete the ASA portion of the form and mail the completed form to you for submission to the tournament director of the event you are attending. Fax copies are also acceptable.

QUALIFYING PROCEDURE

Your team must be registered with Southern California ASA by May 15th [10u and 12u] June 1st [14u, 16u 18u], June 10th [18uGold] of the current year to be eligible for ASA Championship Play, or by the night of the draw for the Association championships or Gold Regional, whichever occurs first.

Southern California is in Region 14. Region 14 consists of the following Associations: Central California, Greater San Joaquin County, Oakland, Sacramento, San Francisco, Northern California, Hawaii and Nevada.

Our State Championship is open to all registered member teams. Regional Championships will be held in each age classification, 10U through 18U for teams within our Region. Also conducted will be a Gold Regional Championship and Gold Sectors.

Teams finishing 1st, 2nd and 3rd will earn a berth to the USA/ASA National Championship Finals. In the 'A' Program, each Association is permitted to send at least two (2) teams to the Regional Championship Tournament. Region 14 has established a Fill-in procedure for the remaining openings. The top two (2) teams from the Regional Tournament will qualify for the USA/ASA National Championships.

Teams that participate in their Local Association 'A' Championships, but do not qualify for Regional's or the USA/ASA National Championships or Regional's, are eligible for the ASA Western 'A' National Championships. However, those teams must notify their respective Age Group Commissioner immediately after the conclusion of their final game of their Association Championships. The team manager must be prepared to pay and confirm by email within 72 hours of their intention to advance to the ASA Western National Championships. If this is not done the team will be deemed no longer in Championship play, and this will release their players to be pick-up players on teams still in Championship Play.

EXCEPTION: Gold Regional and Gold Sectors.

WHEN YOU HAVE QUALIFIED FOR A NATIONAL CHAMPIONSHIP TOURNAMENT

When your team has qualified for a National Championship tournament outside of our Region, you are required to notify your Age Group Commissioner within 24 hours. It is allowable to make the initial notification by telephone, but please follow up your call with a written notice via email or fax. Be sure to provide your registered team name, the date your team qualified, and the event at which you qualified.

TOURNAMENT REFUND REQUEST

[Form #8]

You are required to notify your Age Group Commissioner within 24 hours of your team qualifying at a National Championship tournament or if your team disbands. **This notification must be at least twenty-four (24) hours prior to the bracket draw or**

the entry fee is forfeited. Note: A team that disbands is no longer eligible for championship play and all players are automatically released. Once you have notified your Age Group Commissioner that your team has qualified or disbanded, the Tournament Refund Request form must be sent to the address listed on the form by the designated deadline date before a refund can be made. This form is included in your registration packet and may be obtained from the So Cal ASA web site, as well.

PLAYER PICK UP FORM [From #9]

Once a team has qualified for a National Championship or Western National tournament, three (3) additional players may be added to its roster, but you **can not** exceed twenty (20) on the roster. These “pick up” players must be ASA-registered for the current season and must have a valid player agreement on file with the Age Group Commissioner. “Pick up” players may be chosen from only those teams that are no longer eligible for championship play. This means that there are either no remaining qualifiers in which the team may participate or that the team has formally announced (including notifying the Age Group Commissioner) that it will no longer be participating in championship play during the current season.

Send the completed Player Pick Up form to the Age Group Commissioner; be sure to complete a new Player Agreement for each “pick up” player. The Age Group Commissioner will verify eligibility of the “pick up” player(s), complete the form, and return it to the team Manager for presentation at the National Championship or Western National tournament, fax copies are acceptable

***BEST OF LUCK TO YOU AND YOUR PLAYERS AND WE HOPE
YOU HAVE A GREAT EXPERIENCE COACHING YOUR
ASA GIRLS SOFTBALL TEAM.***

SAMPLE FORMS

- Form #1 Individual Registration Insurance Claim Form
****This form is found on the Bollinger insurance site:
www.bollingerasa.com Click on ASA Claim form, click on Claim
form-individual registration****
- Form #2 Projected ASA Team Budget
Form #5 Final ASA Team Expense Statement

Form #6 SoCal ASA 'State' Tournament Entry Form
Form #7 Travel Request Form
Form #9 SoCal Tournament Refund Request Form
Form #11 Insurance Certificate Request Form
****These forms can be found on the SoCal ASA website, click on Junior Olympic, click on Travel, click on downloadable forms****

Form #3 Player Agreement/Parent Consent/Player Release
Form #4 ASA Official Waiver & Release of Liability & Indemnification Form
aka: The Championship Roster
Form #8 Official National Tournament Entry Form
Form #10 Pick-up Player Form
****These forms are available from your Age Group Commissioner****