



Association Tournament Representatives (ATR) Duties

- Attend state tournament meetings in person or via teleconference *when necessary*, as determined by the Competition Development Manager. State tournament meetings will generally be held on Monday evenings.
- You will be the advocate for all the teams in the state tournaments from your association. As advocate you will be responsible for making sure all your team's needs, questions and concerns are properly addressed in a timely and appropriate manner. In addition to the responsibilities listed below, you will follow up with your teams to ensure they enter the scores of their games into the Affinity system (See State Cup Game Score Reporting Procedures). You will represent your teams in all game protests and resolve any problems that your teams may encounter with field closures, game reschedules, or winter travel concerns.
- Contact all your coaches who are in the state tournament: introduce yourself, give them your name and telephone number, and explain that you are the one that they call for ALL of their State Cup questions.
- Advise the coaches that they are not to call the state office or the tournament directors. You are to be their main source for information.
- Call all your coaches after the tournament packets are posted to the website to verify that they have downloaded the forms and read the information (will be posted by January 1st). You will answer all of their questions; make sure they understand all requirements and procedures; and go over their schedules with them and emphasize that for their home games, they will be responsible for fields, referees (3-person crews), etc. They should notify you within one week with all of the information of their game times and fields.
- If the coaches or their representatives have not input their scores on the same as their match, it is your responsibility to call them. Emphasize that your team contacts are to enter their score in the Affinity system whether they win or lose, **NO EXCEPTIONS**.
- Call all of the coaches for the quarter finals, semis-finals, and final games to answer questions, verify game dates, times and locations.
- Remind teams they should print two (2) match reports (it includes rosters) before every match from the Affinity system for that game. One match report should be retained by each team. One should be retained by the referee. The other should serve as only a backup. **The old 3 part carbon copy should NOT be used, but can be in case both teams have forgot their rosters.**
- You must make sure that all of your association's teams submit their team pictures and rosters to WA Youth Soccer prior to the quarter finals. If any of your teams have not submitted their team pictures and rosters by the deadline, the Administrator of State Cups will contact you with a list of missing items for you to follow-up on with your teams.
- Volunteer at semi-finals and finals games for various positions
- For the finals, call the coaches and offer to assist any way that you can. Verify all the information about the finals with the team. Remind all teams that are playing in the US Youth Soccer Washington State Championships tournament that all birth certificates must be certified and not hospital certificates.
- All U13-U15 US Youth Soccer Washington State Championships winners will be required to compete in the SoccerPacific Tournament of Champions on May 18-20, 2012, at Starfire Sports Complex in Tukwila, WA. This tournament is a competitive, **free**, preparation weekend competition against other State and Provincial Club Champions. Teams advancing from Washington State Championships will automatically be enrolled into this tournament and will be required to participate. There is no cost to the teams. Please communicate this to the teams that will be participating in the U13-U15 US Youth Soccer Washington State Championships.