



STANDARD OPERATING PROCEDURE (SOP) FOR A TARSA AGE GROUP COORDINATOR (AGC)



The primary responsibility of an Age Group Coordinator (AGC) is to record game scores in a timely manner. An AGC is assigned to each age group within each division (Girls and Coed). In addition to recording scores properly, each AGC is also tasked with the following throughout the soccer season:

- ◆ To manage and oversee his/her group.
- ◆ To pass along information from the TARSA Director of Age Group Coordinators and TARSA Board of Directors to coaches within their group.
- ◆ To answer questions and resolve disputes or, where appropriate, to refer issues/disputes to the respective TARSA Vice President and/or Director of Age Group Coordinators.
- ◆ Gathering necessary information from their coaches for the TARSA End of Season Tournament and disseminating that information within their group.

Each AGC will be given a list of the teams for their group. This list will include information on each team: team number, team name, coach's name, coach's phone number(s), and coach's email address.

Each AGC must have reliable access to the internet in order to post scores to the TARSA website. It is the responsibility of each AGC to access the TARSA website (<http://tarsasoccer.com/>) and enter game scores as soon as possible upon completion, but no later than 72 hours after the game. In order to accomplish this, each AGC must ensure his/her coaches comply with the TARSA rules in regards to post-game procedures:

- ◆ It is the responsibility of the winning coach (both coaches in the case of a tie) to call and/or email game scores to the appropriate AGC no later than 9:00 pm on the Sunday following the game.
- ◆ In addition, each winning coach (both in case of a tie) is to mail the original game report and the rosters from both teams to the AGC.
- ◆ These reports must be post-marked within one week after the completion of the game.
- ◆ Games not reported in a timely fashion will be scored as 0-0, with no points awarded to either team.

Please note that AGCs should direct coaches to contact their Club TARSA representatives to address Club matters (e.g., schedule, discipline, coaching behavior, referees).

TARSA END OF SEASON TOURNAMENT:

It is the responsibility of each AGC to communicate information to their coaches. In turn, the AGC will work closely with the Director of Age Group Coordinators to determine which teams will participate in the Tournament.

| 2008-09 AGE GROUP COORDINATORS | | | | |
|--|---------------------|--------------|-----------------------------|---|
| TARSA Director of Age Group Coordinators | | | | |
| Girls: Julia Westenzweig-Smith (BRN) Coed: John Withkowski (CUS) | | | | |
| U10 GIRLS | Stew Robinson (SHS) | 813-965-1335 | wsrobinson1@verizon.net | 12534 Burgess Hill Drive Riverview, FL 33578 |
| U12 GIRLS | Troy Zajac (SHS) | 813-300-5302 | troyzajac@hotmail.com | 13009 Prestwick Drive Riverview, Florida 33579 |
| U14 GIRLS | Bill Inch (BRN) | 813-380-7788 | babm28@verizon.net | 2328 Kenwick Drive Valrico, FL 33596 |
| U16 GIRLS | Ralph Romero(HCU) | 813-765-3818 | rromero5@tampabay.rr.com | 4314 Northpark Drive Tampa, FL 33624 |
| U19 GIRLS | Pete Ooms (BRN) | 321-591-8891 | wpzoom@msn.com | 2211 Village Court Brandon, FL 33511 |
| U12 COED | Dan Clanahan (EPY) | 813-244-0840 | dclanahan@shamrocktampa.com | 12620 Timber Run Dade City, Florida 33525 |
| U14 COED | Cliff Hager (FHS) | 352-683-9302 | hagercliff@earthlink.net | 5630 Cactus Circle Spring Hill, FL 34606 |
| U16 COED | Greg Dowdy (HCU) | 813-792-5393 | gsdow2000@yahoo.com | 15113 Barby Avenue Tampa, Florida 33625 |
| U19 COED | David Gardow (BRN) | 813-468-1144 | dgardow@aol.com | 3519 Springville Drive Valrico, Florida 33594 |