

RIO VISTA FC COMPETITIVE TEAM MANAGER GUIDE

Welcome to Team Soccer Stop! As a Team Manager for Rio Vista FC, you are in great hands. Your club has established a partnership with Soccer Stop based on the confidence that purchasing your team uniform will be an easy and positive experience. Recognizing that the position of Team Manager can be a large and time consuming responsibility, we will do our best to make this part as simple as possible.

The information listed below is provided to give you a clear understanding of the relationship between the club, the team manager and Soccer Stop, including how Team Soccer Stop and your club have structured the ordering process. Following these guidelines will help to ensure that your team is well prepared for the upcoming season.

New for 2010, Soccer Stop has teamed up with a local soccer retailer in Albuquerque – Soccer Connection. Soccer Connection will be able to assist you in your team fittings as well as any “at once” uniform or soccer gear needs.

General Function

As the key administrator for the team, the team manager will serve as the liaison between the club, their respective team, and Team Soccer Stop. He/she will serve as the single point of contact for the team regarding sizing, ordering, delivering, etc.

Team Manager Responsibilities:

1. Establish a working relationship with the Team Soccer Stop staff to help facilitate an accurate exchange of team order information and an understanding of the uniform and equipment ordering process.
2. Provide a single point of contact for team members to establish the team’s uniform and equipment needs.
3. Coordinate with Team Soccer Stop staff, the scheduling of a team sizing session for new uniforms, within established product ordering/receiving timeframes.
4. Represent the team relative to the uniform order:
 - a. Collect payment from individual team members prior to receipt and distribution of uniforms.
 - b. Communicate to Team Soccer Stop and track any additions/changes made after the initial team order has been placed with Team Soccer Stop.
 - c. Identify, with assistance from coach and parents, any additional equipment needed and order with Team Soccer Stop, as appropriate.

Team Ordering

Team Managers should call Soccer Connection (505-797-5575) to schedule an in-store appointment for a team fitting. You may begin to schedule your team fittings after your tryouts are finished and your teams are formed. For all other inquiries please contact Chris Gilchrist at 888.220.8418 x 112 or chrisg@soccerstop.com.

Once sizing is complete for the entire team, managers may submit their order by fax to 720-283-1092 or email the order to chrisg@soccerstop.com. **Please note that team orders take 3-5 weeks to process, please plan accordingly.**

Team orders placed after February 20th for the spring and after August 1st for the fall seasons will not be guaranteed delivery in time for the beginning of the spring or fall seasons respectively.

New players added after the team fittings will need to order their uniforms either through your local supplier – Soccer Connection (505-797-5575) or online at soccerstop.com. For online orders, go to Team uniforms>Competitive boys or girls>Rio Vista FC. Any questions regarding this process, feel free to call Chris Gilchrist at 888-220-8408 x 112.

Delivery

Once your order is complete, team managers will be contacted via phone or email to arrange to have your order shipped directly to you. Full team orders will be shipped directly to the team manager or other designated individual. Shipping rates will be determined by the size of the team order. All other arrangements must be coordinated through Team Soccer Stop.

Payment

A \$1500.00 deposit is due at the time the order is submitted to Soccer Stop. The balance is due once the order is complete and ready to ship. Soccer Stop accepts Visa, MasterCard, and Discover credit cards as well as team checks for payment. Separate individual checks are not accepted for team orders. Sales tax will be added to all in-store orders, and is a state requirement not a Soccer Stop policy. All Team Soccer Stop orders will be tax exempt.

Team Equipment

Additional team equipment such as balls, cones, scrimmage vests, training t-shirts, and fan package merchandise, etc., can also be ordered through Team Soccer Stop or through your local supplier – Soccer Connection at 505-797-5575. Orders may be placed via email, fax or over the phone.

Return/Exchange Policy

For a full refund or exchange, please return the item to the place of purchase, either Team Soccer Stop or Soccer Connection within 30 days in its original condition and if sold as a set (i.e., warm-up pant and jacket) it must be returned as a set. All items that have been worn outside will show signs of wear and we cannot accept or process your return. All items that have been embellished in any way (i.e., embroidered or screened) cannot be returned or exchanged unless it's the wrong style or wrong size.

Defective Policy

Every item that we sell meets our highest standards for quality and performance. Many of the items we sell have special care instructions. Through proper care and normal use almost all defects will be evident in the first 60 days after purchase. For this reason you may return any defective item for 60 days after the date of purchase for an exchange or full refund. If your team has any defective items please contact Chris Gilchrist at 888.220.8418 x 112 or by email at chrisg@soccerstop.com to arrange the exchange.

Rio Vista FC Competitive Uniforms

For more detailed information you can go to our website at www.soccerstop.com, click on Team Uniforms>Competitive boys or girls>Rio Vista FC to see your club's official uniform kit.

If you have any further questions, please contact Chris Hardin.
Director of Team Sales-The Soccer Stop, Inc.
(p) 888.220.8418 x 103 (f) 720.283.1092 (e) chrish@soccerstop.com



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Men's Sizing

	Chest	Waist	Inseam
Small	35-37 in	29-31 in	30.75 in
Medium	38-40 in	32-34 in	31 in
Large	41-43 in	34-36 in	32 in

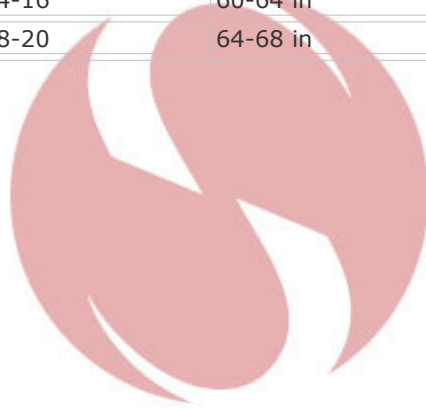
X-Large	44-46 in	36-38 in	34 in
XX-Large	47-49 in	38-40 in	34 in
XXX-Large	50-53 in	40-43 in	34.75 in

Women's Sizing

	Size	Bust	Waist	Hip
X-Small	2	30.5-32.5 in	21.5-23.5 in	32.5-34.5 in
Small	4-6	33-35 in	24-26 in	35-37 in
Medium	8-10	35.5-37.5 in	26.5-28.5 in	37.5-39.5 in
Large	12-14	38-40 in	29-31 in	40-42 in
X-Large	16-18	40.5-42.5 in	31.5-33.5 in	42.5-44.5 in
XX-Large	20-22	43-45 in	34-36 in	45-47 in

Kids' Sizing: Boys Age 7 - 16

	Size	Height	Weight
Small	8-10	50-53 in	55-75 lbs
Medium	10-12	54-59 in	76-95 lbs
Large	14-16	60-64 in	96-117 lbs
X-Large	18-20	64-68 in	118-138 lbs



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