

AFC Lightning



LIGHTNING

Book of Procedures

Contents

Page

1.	Introduction	
1.1	Purpose	3
1.2	Vision Statement	3
1.3	Mission Statement	3
2.	Team Organization and Structure	
2.1	Name	3
2.2	Uniforms	3
2.3	Tryout Procedures	4
2.4	Team Formation, Roster, Selection	4
2.5	Signing Day	5
2.6	Fee Structure	5
2.7	Team Managers Handbook	5
3.	Finances	
3.1	Administration of Finances	5
3.2	Team Accounts	5
3.3	Checks Payable	5
3.4	Budget	5
3.5	Coaches Reimbursement	5
3.51	Mileage	5
3.52	Per Diem	6
3.53	Lodging	6
3.54	Coaches Education	6
3.6	Financial Aid	6
3.7	Payment Delinquency	7
3.8	Refund Policy	8
4.	Child Protection	8
5.	Player/Parent Meeting and Advisory Council	8
	Modification Log	9
	Appendix A: Player/Parent Agreement	10
	Appendix B: Team Manger Guide	14
	Appendix C: Team Fundraising and Solicitations	17
	Appendix D: Staff Performance	19
	Exhibit 1: Financial Aid Application	23
	Exhibit 2: Financial Aid Agreement	24
	Financial Aid Notification	25

1. Introduction

The following **Book of Procedures** is a set of guidelines and rules that govern the day-to-day activities of AFC Lightning Program. It is designed to provide leadership and answers to specific questions.

A committee consisting of three sub-committee members should annually, by September 1, review and suggest necessary modifications for AFC Lightning Board approval. Such amendments should be documented in the "Modification Log" contained herein.

It should be amended as needed to promote the future growth, efficiency and needs of the Children of our program. No changes should be made to this book that goes against the principles of providing the best quality program for all children who participate at any competitive level.

1.2 Vision Statement

"AFC Lightning is a regional, state and nationally recognized soccer club committed to developing intermediate and advanced soccer players to achieve their soccer goals and ambitions."

1.3 Mission Statement

"AFC Lightning's commitment is to its players – to assisting them in achieving their soccer goals and dreams. AFC Lightning fosters a competitive and challenging environment for intermediate and advanced players through our commitment to unity, transparent communication, financial stewardship and ethical standards among its board, coaches, staff, players and members. Our environment fosters mentoring as well as both soccer and life skills development. We are solid stewards of our recreation associations, their players and coaches, acknowledging they are the foundation and basis for our strength and opportunity as a select club. AFC Lightning maintains the legacy of the multitude of players who have played in our Lightning and Lasers clubs since 1984."

2. Team Organization and Structure

2.1 Name

The official team name of the AFC Lightning Select Program is "AFC Lightning". The teams will be referred to by "AFC Lightning", birth year, and either "Elite" (R3PL, Classic I, Athena A), "Premier" (Classic II-V and Athena B-F), or "Select" (2nd Classic II-V or Athena B-F AFC teams). Example, "AFC Lightning '94 Elite".

For U9-U12 Select teams, in general the age groups will be referred to as "AFC Lightning", birth year, and "Academy". (Example, "AFC Lightning '99 Academy") For tournaments, "Academy" will be replaced by a color. Examples, "Gold", "Red", "Black", "White", etc.

2.2 Uniforms

All team uniforms will be dictated once team colors have been decided in Fall 2009 by the AFC Lightning Board. Nothing may be affixed or added to any approved attire without prior approval of the AFC Lightning board.

- Teams shall not wear uniforms, which have not been approved by the AFC Lightning board.
- Players will use only Association approved soccer bags.
- All usage of the AFC Lightning logo must be presented to the Executive Director for prior approval.

- During training, players shall wear current association approved attire. Attire with logos of other associations is not permitted.
- During games coaches must wear official AFC Lightning logo attire provided to them by the Association.
- Compliance with the uniform policy is the responsibility of the coaches and team manager.

2.3 Tryout Procedures

- All tryouts must be conducted in accordance with state mandates.
- Executive Director will give tryout guidelines for each session.
- All Coaching Staff will be present at all Tryout sessions.
- Executive Director to advise Coaching Staff of changes to session techniques when it conflicts with his directives.
- Conversation should be limited with players or player's parents during the tryout process or in view of other players related to offering a player a position on the new team.
- The Executive Director must approve all players and teams selected.
- The first team coach should contact and gain verbal commitments from the players (parents) chosen.
- Once the first team has been formed the Team Coach (as applicable) is to contact the next Team Head Coach within the age group (and so on) and advise that the coach can pick the next team, reviewing previous teams picks to avoid any misunderstandings. A coach is to contact all remaining parents/players within 24 hours that they did not make either team.
- Keep in mind that besides the open tryout evaluation period, evaluations also take place during the competitive soccer season. In order to avoid wasting anyone's time, the team coach reserves the right to make decisions on selections after the first day of tryout or to ask certain prospects to remain after the published open tryout dates.

2.4 Team Formation, Roster, and Selection

Selection Criteria:

Our coaching staff will be evaluating players based on the four components of soccer:

- 1) **Technical** – quality of first touch, ball mastery, and the efficiency and comfort level of the skills needed to play the game.
- 2) **Tactical** – Understanding different systems of play, shape, rotation, and roles and responsibilities on offense and defense.
- 3) **Psychological** – problem solving, decision making, composure, mental toughness and character.
- 4) **Physical** – rate players on agility, balance, coordination, speed, aerobic and anaerobic capacity.

In addition, we will also be looking for players who are enthusiastic, have the desire to learn, demonstrate good character, possess a positive attitude and want to develop their overall ability as a soccer player.

Team Formation:

Select ages U13-U19

Team Selection Process

The first team would consist of 13-15 players who consist of the first team players in the age group. The next 14-16 players would then be chosen to consist of the second team and then the following 16-18 players would consist of the third team, etc.

This would allow a free movement of players from the third team to the second team to the first team on a week-to-week basis to reward those players who have excelled in training and games, as dictated by the age group coach.

Academy ages U9-U12

Places on the academy program are offered to anyone who wants to join the AFC Lightning Academy Program under the following conditions: Players have regular attendance to training, games, and tournaments. Players need to possess minimum level of skill and need to possess a maximum level of desire and determination to improve.

We recommend that players attend at least two of the tryout/evaluation days to help the staff identify player's existing skill levels, strengths, and needs going into the fall season.

2.5 Signing Day

On the designated signing day, each team coach needs to make sure all of his or her players register for the year.

2.6 Fee Structure

Fee structures are defined on the club website.

2.7 Team Manager Handbook

Please refer to Book of Procedures Appendix B, entitled "*Team Manager Handbook*"

3. Finances

3.1 Administration of Finances

The AFC Lightning Business Manager will administer all Select program finances.

3.2 Team Accounts

Each U13-U19 select team shall have its own team account, but not use the club's tax id number. The AFC Lightning Business Manager, will keep an updated ledger on each individual U9-U12 team.

3.3 Checks Payable

All checks shall be made payable to AFC.

3.4 Budget

The budget shall be created by the AFC Lightning Business Manager annually, and will be approved by the AFC Lightning Board of Directors.

3.5 Coaches Reimbursement

3.51 Mileage

Individual teams are responsible for their respective coaches' mileage when traveling. The guidelines are as follows:

- 55 cents per mile. This will be applied for every mile travel exceeding 140 miles per day.
- Some exceptions can be considered on a case by case basis.

3.52 Per Diem

Individual teams are responsible for their respective coaches' per diem when traveling. The guidelines are as follows:

- \$39 per day when mileage condition in Section 3.51 applies.
- Some exceptions can be considered on a case by case basis.

3.53 Lodging

Individual teams are responsible for their respective coaches' lodging when traveling (tournaments, ...). The guidelines are as follows:

- Lodging: Based on same rate as where the team is staying when mileage condition in Section 3.51 applies.

3.54 Coaches Education

The following conditions must be met in order to obtain reimbursement:

- All courses must be pre-approved by the Executive Director.
- Passing the course
- Submitting proof of payment
- Reimbursement will be made at 50% at time of passing course, and the other 50%, one year later.
- All other expenses above and beyond the cost of the course are the responsibility of the individual taking the course. AFC Lightning will not be responsible for any other expenses occurred

3.6 Financial Aid

The AFC Lightning program will make available financial aid funds to those individuals in need. Awards are based on availability of funds, need, costs, number of players requesting financial aid, and team needs.

In most circumstances, players will not be considered for a financial aid unless they are in good standing with the club.

A “*Financial Aid Request*” (see Exhibit 1) must be submitted to the Financial Aid Committee prior to each season for consideration. Financial Aid applications must be completed in full in order to be considered.

Materials supporting the Financial Aid application may be requested and may include items such as Federal and State tax returns for all household adults and proof of eligibility for school lunch programs and other assistance.

Each Financial Aid request will be evaluated individually by the Financial Aid Committee in consultation with the player’s coach. The Financial Aid Committee will present the nominees to the AFC Lightning Board for approval.

Financial Aid will be granted on a season-by-season basis by the AFC Lightning board, and determined on a case-by-case basis. Each Financial Aid must be renewed each season (not each calendar year).

Need is determined from family income, number of family members, number of players requesting aid, and special circumstances. Special circumstances may consist of situations such as large medical expenses and loss of income due to illness, unemployment, or family tragedies.

Financial Aid may consist of full or partial grants in aid or payment plans available only to Financial Aid recipients.

If the player decides to leave AFC Lightning for another club within two years of this Financial Aid, all financial aid granted within the preceding two years (as well as all fees through the remainder of the current soccer year (August – June) must be reimbursed prior to release).

Recipients of financial aid will be called on to volunteer time and skills to AFC Lightning to help offset the financial impact of such financial aid.

Typically, Financial Aid would not include tournament fees, travel costs, meals, uniforms or anything other than a portion of Registration and Training fees.

Each approved financial aid is to be approved in writing by the AFC Lightning President, signed by parents of player for who granted, and filed with AFC Lightning Business Manager by completing the “*Financial Aid Agreement*” (Exhibit 2)

Privacy and confidentiality should be maintained. Contact will be limited to the Financial Aid Committee, Executive Director, Business Manager, and coach.

3.7 Payment Delinquency

Members are expected to pay fees as agreed per the payment schedule. An account will be considered delinquent if the amount due is not received and /or settled by the date due. Failure to pay may impact practice and game participation.

The AFC Lightning Registrar oversees the registration system. The registrar will notify the AFC Lightning Business Manager when a member’s account is delinquent. Action against a delinquent account will occur when:

1. Account becomes 5 days past due.
2. Credit card transactions are declined.
3. All non-sufficient funds / returned checks.

When any of the above conditions occur, AFC Lightning will take the following actions:

1. The Business Manager will contact the members via e-mail. If the member fails to contact the Business Manager within three days, the second step will be applied.
2. The Business Manager will contact the member via a phone call. If the member fails to contact the Business Manager within three days, the third step will be applied.
3. The Executive Director will proceed to e-mail and call the member. If the member fails to contact the Executive Director within three days, the fourth step will be applied.
4. If the first three steps fail, a total of 14 days have passed since payment was due. Once this happens the coach will be contacted and the player must sit from all games and training sessions until the debt has been paid.

3.8 Refund Policy

There are situations that arise where AFC Lightning families are due refunds AFC Lightning fees that have been collected. There are also situations that arise where families want refunds of AFC Lightning fees but are not due a refund. The AFC Lightning Board must keep in mind their fiduciary responsibility to maintain the solvency of the club yet refund fees when it is warranted.

- 85% of their fees will be reimbursed for a season ending illness, injury or event prior to the beginning of the start season (September 1).
- Members playing less than 50% of their state season games will be reimbursed according to discretion of the business manager and DOO and approved by the treasurer. Members playing greater than 50% will not be refunded.

4. Child Protection

AFC Lightning is dedicated to ensuring that all our young players are protected and kept safe from harm while they are officially with the club.

We do this by:

- Ensuring that our staff are carefully selected, supervised, managed, and trained.
- Giving parents and children information about our club.
- Allowing parents and children the opportunity to voice their concerns or complaints if there is anything they are not happy about.
- Appointing a designated person within the organization who will be available to discuss any concerns.
- If a member of staff suspects that a child has been at risk of being physically, emotionally, or sexually abused or neglected, they will see the child and note and record the child's condition, including the emotional state, any observed injuries, and the account of how the occurred.
- They will inform the designated person of any such incident.
- The designated person will report concerns to the Executive Director, as soon as possible.
- Following up concerns in writing.
- All activities will be adequately insured in respect of both young people and staff.
- The policy will be available for inspection to all groups.
- Access to confidential information will be restricted to the designated person.
- Background checks will be conducted on all coaches, staff, and volunteers, who have direct contact with players prior to the start of the season. The policy and its implementation will be reviewed annually within the youth department.
- The policy and its implementation will be reviewed annually within the Board of Directors.

5. Player/Parent Meetings

There will always be an opportunity for players and parents to sit down in a one-on-one format with their team coach. These meetings will consist of approximately 30 minutes in length and will be available upon request.

5.1 Parent Advisory Committee

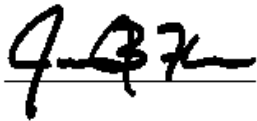
Throughout the season all parents of players in good standing are invited to attend advisory committee meetings with the board. All teams will be asked to name one parent per team to attend these meetings.

Ten days notice will be given prior to each meeting and dates will be available on the website.

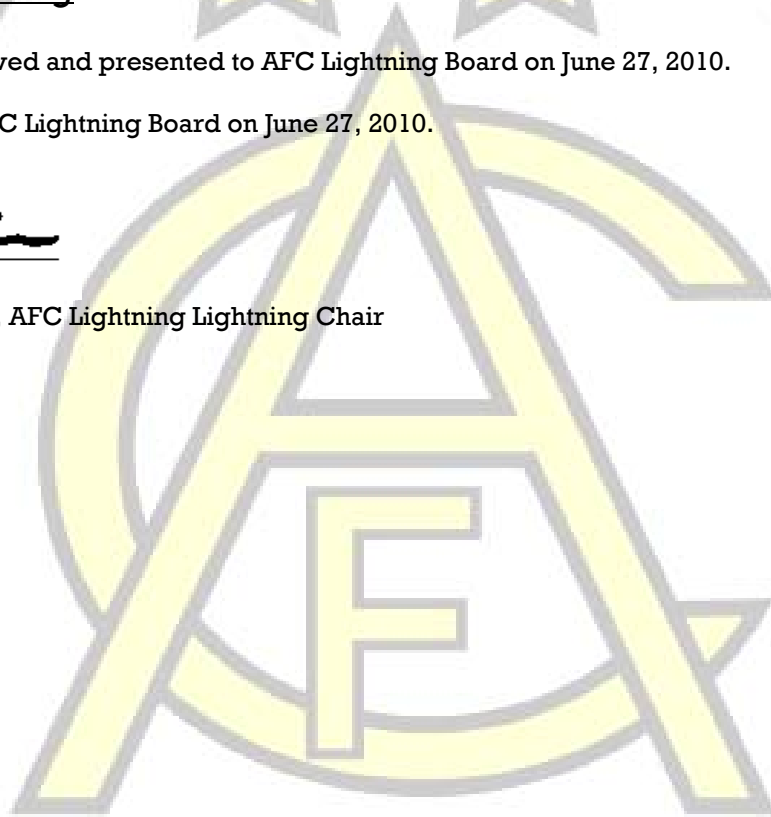
Modification log

Modified, approved and presented to AFC Lightning Board on June 27, 2010.

Approved by AFC Lightning Board on June 27, 2010.



Jason Thompson, AFC Lightning Lightning Chair



LIGHTNING

Appendix A. Player/Parent Agreement

Once you make a commitment to AFC Lightning, you thereby agree to abide by the policies set forth by the club and your respective team. The commitment is for one season only. The season begins in August and runs through the following June. In addition, players on State Cup and Region 3 Championship teams are expected to represent AFC Lightning until they are eliminated.

A key ingredient in the success of our AFC Lightning program is clear, concise and consistent communication between the association, its teams, coaches, players and parents. This agreement is one way of both explaining and gaining agreement with our expectations of you, as a member of AFC Lightning.

Any request for a midseason transfer will be disapproved by our coaching staff unless extenuating circumstances determine that it is in the best interest of all parties (player, team and club). After the end of the soccer season, your commitment to the club is over and you are free to leave the club if you feel it is in your best interest to do so. Remember, if your team qualifies for regional or national competition, you are expected to fulfill your commitment to the team through the end of the competition regardless of your intentions for the following season.

Please take into account that when you make your commitment to AFC Lightning, the coach and Director may need to inform other candidates that they did not make the team. Be sensitive to those others and consider your decision to fully commit carefully.

Once you have committed to AFC Lightning, AFC Lightning consequently commits to you. No player will be cut from the club during the season unless it is for disciplinary reasons (this may include on or off the field behavior of a player, parent or guardian), or for failure to meet your financial obligation. Decisions regarding suspensions and dismissals from the club will be made by the program Director in conjunction with the head coach of the team.

Should any conflict arise between the team and a parent or player, the team coach, under the direction of and with input from the designated academy or select age group director, will be responsible to make decisions for the overall welfare of the team and players. Decisions will only be made after gathering all relevant information and upon consulting with all parties involved.

Our coaches will always seek to make the best decision(s) possible for the player(s) and team. Parents and coaches agree to work as a team. Ultimate decisions as to playing time, positions, formation, discipline, suspensions and terminations from team will be made by staff, and based on the coach's and club's expectations and objectives.

Financial Obligations

Parents or legal guardians of every player are responsible for all monies associated with their child's play in the AFC Lightning program. If at any time prior to the end of the season a player withdraws from the AFC Lightning program all remaining cost are to be paid in full.

Fee Structure

Please see fee structure document – This is available at tryouts, signing day, and on our website.

Returned checks, credit card payments, bank draft fees, or other costs of collection, which will include a \$20 processing fee, will be the responsibility of the parent.

AFC Lightning players agree to:

General

- Conduct themselves and represent the club in a respectable manner.
- Be honest and reliable at all times.
- Maintain a healthy lifestyle and team-oriented attitude.
- Avoid the use of drugs, tobacco, alcohol or any prohibitive substances (violation may result in suspension or dismissal from the club).
- Portray an example of sportsmanship and fair play.
- View their training and development as **their** primary objective.
- Always assume training is on, unless otherwise noted on the club website.

Training/Games

- Arrive prepared! Arrive at least 15 minutes prior to training times and 45 minutes prior to game times as established by coach and club.
- Equipment must be clean and in good/proper condition
- Wear only designated training or game attire, with appropriate equipment: shin guards, properly inflated and appropriate sized ball to all training and games.
- Attend all training sessions and games unless excused by coach (including when injured).
- Notify coach in advance via phone and email of any expected tardiness or absence from any training session or game.
- Accept discipline from coach as to playing time, suspensions or termination from team.
- Direct their full attention to coaches or trainers when they are speaking.
- Avoid the use of profanity at all times.
- Strive to continue to improve their game by working at home outside of the 2-3 training session per week during the season and off-season.
- Not question a referee's decision by word or gesture.
- Always be respectful of opposing players, coaches, fans and referees.
- Shake hands with opposing team and coaches after each game.
- Be supportive and positive towards their teammates.
- Commit to giving 100% effort during games.
- Personally speak with coach in regards to any game situation concerns (i.e., playing time, positions, etc.)
- Never put themselves above the team and always do what is in the best interest of the team.
- **ALWAYS LEAVE A CLEAN BENCH AREA!**

Academics

Work hard in school. Address school work diligently. Homework, papers and exam preparations must be done responsibly. Time management is vital for AFC Lightning players. It is our belief that our players must learn to properly budget their time so that they are able to consistently participate in training and games.

As scholar athletes, AFC Lightning players cannot afford to waste time that could otherwise be used to improve their academic standing. AFC Lightning coaches reserve the right to suspend players for poor academic standing in school or repeated time mismanagement resulting in missed training. Lack of study time or poor time management is not a valid excuse for missing training. All AFC Lightning players are required to bring school books on tournament trips.

Nutrition

Nutrition is a very important part of your responsibility as an AFC Lightning player. The little things make a big difference. What you put into your body plays a major role in what you are able to get out of your body. We encourage you to eat healthy, nutritious food at a time that does not

interfere with training or game performance and rehydrate properly and consistently. Players must exhibit restraint and discipline in this area. An appropriate pre-match and post match meal is essential as is the proper intake of fluids. Information on proper nutrition and hydration is available at the AFC Lightning soccer office.

Fitness

AFC Lightning players are responsible for being at the highest fitness level possible in order to maximize their performance levels. We must be fit. Training will help, but two training days per week is not enough to attain the high fitness level of an elite soccer player. As a result, **YOU ARE ULTIMATELY RESPONSIBLE FOR YOUR OWN FITNESS LEVEL!**

The AFC Lightning Directors can provide guidance and direction in creating personal soccer specific fitness programs for those interested. AFC Lightning players must also take the responsibility to rest before games seriously. As a member of a team you cannot let your teammates down by being tired or unfit to play.

AFC Lightning parents agree to:

- Have player at each training, practice or games as designated in “player” section above.
- Hold any parental discussion with the coach until 24 hours after a session or game and away from the field/away from the presence of players and other parents (*cool down period*).
- Not coach (*at all*) from sidelines during games or training. “Shoot”, “pressure”, “pass”, “take it”, “get it out of there”, and “hurry” are all interpreted as instructions and are therefore prohibited from use by parents.
- Only provide positive verbal support to players, coaches and referees (*when in doubt, silence is best*).
- Never challenge referees call(s) either verbally or by way of gesture.
- Defer to and support coach in handling any dispute, referee action, disciplinary action or violation of this agreement or team rules.
- Volunteer their time to support the team and club (fund-raising, field maintenance, team administration, committees,).
- Always be respectful of opposing team, coaches, players and parents.
- Pay all fees as per the fee structure.
- Accept financial responsibility for fees established by club for entire soccer season (August to May) regardless of relocation, injuries, etc. (see *fee schedule*).
- Pay player’s share of scheduled team events or tournaments even if unable to attend or injured. (fees for “optional” tournaments will be divided among participants only).
- Respect that a roster slot is tied up on accepting player, and honor the fiduciary responsibility to club and team required to support the club’s overhead and coaching/training salaries (even when injured, unable to attend, desire to change clubs, etc.).

Disciplinary Action:

Our attempt in this agreement is to present in clear detail the expectations of you as a member of AFC Lightning. If you are ever uncertain about any of the rules and regulations, please ask your team coach or the Program Director. Knowing and understanding these responsibilities and policies will help ensure that your participation in the club will be positive for you, your team and your coach. We have high expectations of our coaches, the club, the parents and players.

Remember that we believe behavior is so crucial to team success or failure that a willingness to abide by agreed upon values is indeed a qualification for membership. When players refuse to abide by these expectations, they are in effect deciding not to be on the team. Players that are allowed to remain in spite of their behavior will undermine the team’s morale and performance as well as the club’s image and reputation of excellence in character. AFC Lightning coaches will not permit this to happen! If disciplinary action is necessary, the following steps will be taken:

1. The Head Team Coach will discuss the problem directly and privately with the player with the understanding that the problem will be corrected immediately. The Head Coach will also inform the Program Director (and/or DOC) of the situation.

2. The Head Team Coach will communicate with the player's parents to discuss the problem and lack of response on the part of the player. At this point in time, the parents will have the opportunity to be involved with the process of correcting the problem. This will be done in private and without the knowledge of other parents and players.

3. If the problem continues, the Program Director (and/or DOC) may temporarily suspend the player. If the situation warrants, the Program Director (and/or DOC) may recommend to the executive committee (Technical Director, Executive Director and Coaching Director) the permanent dismissal (expulsion) from the club. The parents will be notified by the Committee of the decision.

4. The parents of any player recommended for removal from the club may request the opportunity to meet with the Board of Directors and/or Program Director. Serious infractions that may warrant immediate suspension or dismissal from the club include but are not limited to the following:

- a. Violence, abuse, theft, and dishonesty.
- b. Drug, alcohol and tobacco use.
- c. Behavior that brings serious disrepute to AFC Lightning and the game of soccer.

• Note: Parental behavior and/or disregard of club rules or regulations can also lead to suspension or dismissal from the club of the parent and/or player. Please see Parent Responsibilities and Expectations (see above).

I have hereby read, understand and agree to my responsibilities stated herein. I further acknowledge that failure to comply with the above expectations may result in my suspension or termination from my team and AFC Lightning.

Print Parent Name Parent Signature Date

Print Parent Name Parent Signature Date

Player Signature Date Team/Age Group Assignment

Please sign and return Player/Parent agreement portion to your Team Manager.

Appendix B: AFC Lightning Team Manager Guide

A quick three page guide for team managers

After Tryouts

After Tryouts and the teams have been chosen by the coaches, the team manager should keep a three ring binder with the following items in it:

- **Medical Releases** – Each player is required to have a parent sign a medical release for each soccer year (June – May). This must be notarized by a notary.
- **Player Passes** – Will be obtained from the Registrar and distributed to each team manager
- **Birth Certificates** – Each new player is required to submit a photo copy of their birth certificate. This is kept by the individual team manager.
- **Game Cards (Academy U9 – U12 only)** – For each game, the state requires a game card to be filled out. The Executive Director will pass out the game card file to each team manager before the season.

Game Schedules – The Executive Director will create the academy schedule and will also assist the field scheduler in setting up the schedule for the Select ages 13 and up as well. This will be passed onto the team managers as quickly as possible before the regular season begins.

Uniform Ordering – Please see the Lloyd's/TUO Online Ordering Information.

Parent Information

Make a folder for the parents at the beginning of the season with the names and contact info for each player and coach and directions to away fields for travel.

Make sure the parents know that most information will be transmitted via e-mail. Tell the parents to make sure that they have their e-mail set to recognize Team Manager, Coaches, Registrar, and Executive Director as “safe” contacts. This will ensure parents receive all communications sent to them.

Pre-game Procedures (Regular Season & Tournament)

- **Weekly Lineups** – For academy, the academy coaches will notify the players of the teams for the week by Tuesday at Noon.
- **Directions** – Should be distributed to your team as early as possible. Directions are available on the GA Soccer website. Please include the street address for map search or GPS users.
- **Uniform** – For home games, we typically wear Yellow/Black/Yellow. For away games, the players will typically wear Red/Black/Black, but is ultimately decided by each coach from game-to-game. If there is a change, the coaches will let the team know when the coach passes on the rosters for the week.
- **Game Cards** – For each game, the state requires a game card to be filled out. An electronic excel file will be passed out to each team manager before the season. The team manager should fill one out before every game with the team roster, date, opponent, etc. The players should be listed alphabetically. This will be given to the head coach or directly to the referee before the game.
- **Times** – Players should arrive to games dressed and ready for warm-ups, 45 minutes before the game starts.
- **Team Notebook** – Bring notebook to games, so player cards, medical release forms, and the player and coach contact list is readily available for any last minute changes, cancellations, emergencies, etc.

- **Travel Reimbursement** - If a team travels more than 140 miles round trip, the head coach will receive travel reimbursement. The Executive Director will work with the team managers to calculate the amount the coach shall receive and the team manager will collect the corresponding amount from each parent.
- **Game schedule changes/Weather-related make-up games** –
 - If the team manager finds a conflict for any reason and needs to reschedule the game, the team manager must clear it with the Executive Director before the team manager begins the game change or reschedule process.
 - The Executive Director will notify you of available field dates and times if it is an AFC Lightning home game.
 - Contact the opposing team to finalize makeup date and time.
 - Contact the Executive Director to confirm the date, time, venue, etc.
 - The Executive Director will confirm with the field scheduler.

Post Game Procedure (for Ages 13 and up only)

- After the game is complete, the team manager should submit the score of the game on the ADG system. They can log onto the ADG system using the login and password distributed to them by the AFC Lightning Registrar.

Tournaments

- **Tournament Application** – The Executive Director will apply all teams for tournaments unless it is communicated otherwise.
- **Tournament Release Form** – The team manager should collect signatures for tournaments as early as possible. If the club has already committed to multiple upcoming tournaments, try to get all the signatures at once. Release forms are available on the tournament website. The Executive Director will help guide each team manager to fill out all appropriate forms before the event.
- **Tournament hotel arrangements** – On most occasions, the Executive Director will book a block of hotel rooms for the club. If the Executive Director needs assistance, he/she will contact the team managers to assist in finding a proper hotel and accommodations.
- **Tournament team registrations** – Each team manager is required to check-in their team at the appropriate time and location.
- **Out-of-state paperwork** – If the tournament is out of state, GA Soccer requires an out-of-state form to be filled out. These can be acquired from the AFC Lightning Registrar.
- **Guest players** – If guest players are needed, the coach or Executive Director will contact the appropriate club for permission to get guest players from the club. Paperwork is sometimes required depending on the tournament.

Team Finances

- **Coaches Travel and other Miscellaneous Items** – All payments should be mailed to the AFC Lightning Business Manager at AFC, 1200 Hwy 74 S, Ste. 6, PMB 134, Peachtree City, GA, 30269.
- **Tournament Fees** – Most tournament fees are included in the club fees. However, if the fees of the tournament exceed the fees collected by AFC Lightning or the tournament required coaches travel to be compensated, the Executive Director will notify the team managers for the amount each player must pay for that particular tournament. These fees should be collected by the team manager, and then one envelope should be mailed or handed to the AFC Business Manager before the tournament begins. *Checks should be made payable to AFC.*
- **Uniforms** – Each player will pay for their uniform through the Uniform ordering online system.
- **Camps, etc.** – Camp fees and any other fees for an extracurricular activity shall not be collected by the team manager. Instead these will be sent directly to the PO Box.

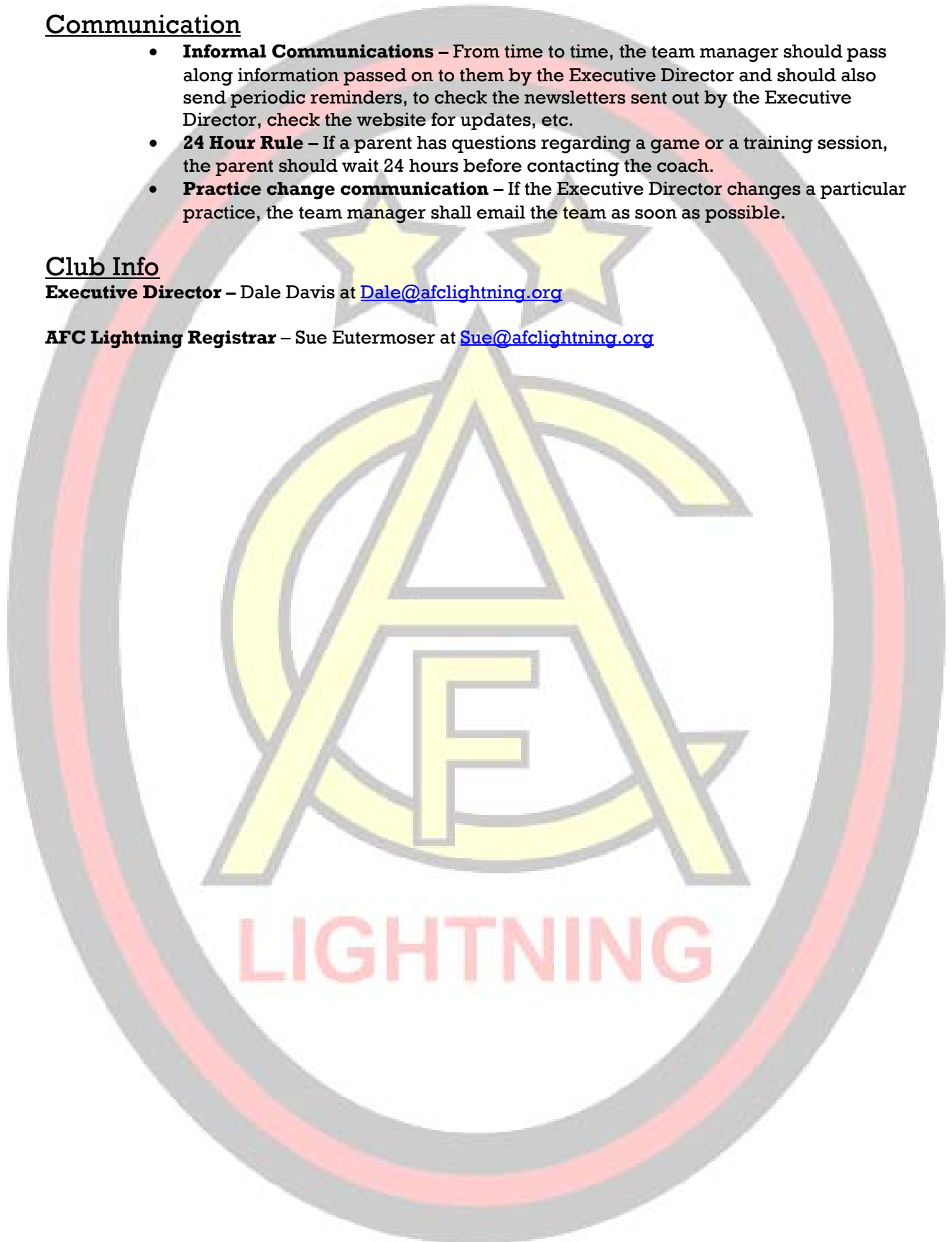
Communication

- **Informal Communications** – From time to time, the team manager should pass along information passed on to them by the Executive Director and should also send periodic reminders, to check the newsletters sent out by the Executive Director, check the website for updates, etc.
- **24 Hour Rule** – If a parent has questions regarding a game or a training session, the parent should wait 24 hours before contacting the coach.
- **Practice change communication** – If the Executive Director changes a particular practice, the team manager shall email the team as soon as possible.

Club Info

Executive Director – Dale Davis at Dale@afclightning.org

AFC Lightning Registrar – Sue Eutermoser at Sue@afclightning.org



Appendix C: Guidelines for Team Fundraising and Solicitations

McCurry Guidelines to be determined by AFC Lightning Board.

Team Fundraising

- Any team(s) who requests to solicit at an AFC Lightning facility must make a request with Director of Marketing, Perry Gard, at perry@afclightning.org
- AFC Lightning will permit a maximum of two solicitors per day and a maximum of 16 days per season.
- AFC Lightning is not liable for any property brought to an AFC Lightning venue for use by the team.
- A team will be allowed to:
 - Solicit two days per soccer season. *(If other dates are not filled, additional days may be added by the Director of Marketing)*
 - Use signage and the AFC Lightning logo at their table. However, signage and logo use must be approved by the Director of Marketing.
 - Setup – For BSC and Glenloch, please contact the Peachtree City Executive Director.
- A team will not be allowed *(unless given exclusive permission by the Director of Marketing)* to:
 - Solicit outside of their immediate table area(s).
 - Use noise makers or music of any kind.
 - Use anything other than tables, banners attached to tables, flyers, or chairs.

Outside Company Solicitations

- Any company or organization who requests to solicit at an AFC Lightning facility must make a request with Director of Marketing, Perry Gard, at perry@afclightning.org.
- AFC Lightning will permit a maximum of two solicitors per day and a maximum of 16 days per season.
- AFC Lightning is not liable for any property brought to a AFC Lightning venue for use by the organization or company.
- A company or organization will be allowed to:
 - Solicit one day per soccer season.
 - Setup – For BSC and Glenloch, please contact the Peachtree City Executive Director.
 - Use signage at their table. However, signage must be approved by the Director of Marketing or Executive Director.
- A company or organization will not be allowed *(unless given exclusive permission by the Director of Marketing)* to:
 - Solicit outside of their immediate table area(s).
 - Use noise makers or music of any kind.
 - Use anything other than tables, banners attached to tables, flyers, or chairs.

Team Fundraising at Outside Venues

- Any team(s) who requests to solicit outside of a AFC Lightning facility must make a request with Director of Marketing, Perry Gard at perry@afclightning.org.
- AFC Lightning will permit a maximum of one team solicitor per day.
- AFC Lightning is not liable for any property used by the team.
- A team will be allowed to:

- Solicit six days per soccer season. *(If other dates are not filled, additional days may be added by the Director of Marketing)*
- Use signage and the AFC Lightning logo. However, signage and logo use must be approved by the Director of Marketing or Executive Director.
- A team will not be allowed solicit outside of the days permitted by the Director of Marketing or Executive Director.

Selling AFC Lightning Merchandise

- Lloyds Soccer is the club's merchandiser. We will continually work to improve their products and marketing. We will ask them to setup a table and sell products locally once per season (optionally using one of our volunteers or staff).
- For those AFC Lightning club members who have their own embroider or printing business we will allow them to produce and sell AFC Lightning logo products on their own but the club's brand must be protected. The club will pre-approve all logo use and the club will get revenue from its use. Either the seller will buy raw materials from Lloyds or the seller will mark up the item for AFC Lightning contribution. They must get prior approval from the Executive Director with help from the Marketing Director, will determine if the item is suitable for our members and set the club's profit margin. The club will assist with electronic advertising only (newsletters, website).
- If a member wants the club to offer a new item then Lloyds will be asked. If Lloyds decides not to stock the item the member can offer the item similar to the business owners described above.
- When the club (BOD) wants to sell something directly then club staff or volunteers will sell them.



LIGHTNING

Appendix D. Staff Performance

Performance Review Worksheet

Director of Operations

- 1 – Weak / Needs Much Improvement
- 2 – Occasionally Meets Expectations (needs some improvement)
- 3 – Consistently Meets Expectations
- 4 – Exceed Expectations (consistently above and beyond)

Overall Rating U___

A. Leadership Rating ___ (20% of overall rating)

Expectations: Sets example on and off field with personal work ethic and attitude. Promotes and embraces team unity among staff. Contributes to, embraces and carries out the vision as set forth by the club. Sets positive example for children, parents, and all affiliates of club. Builds character and integrity.

B. Management Rating ___ (25% of overall rating)

Expectations: Administers planning, implementing and carrying out organizational and operational aspects of club. Along with Executive Director and BODs, effectively plans, delegates, implements and carries out appropriate team/division assignments, coaching/training assignments, camps/clinics and tournaments. Establishes and maintains master calendar for club.

C. Communication Rating ___ (30% of overall rating)

Expectations: Provides effective communication and direction to parents, players, Coaches and staff. Builds unity with Executive Director, Business Manager, BOD, Select and Rec Committees, volunteers, member, city, community, other clubs and Georgia Soccer. Provides timely, concise reports as directed by BOD. Attends and Provides input as requested by BOD at Board, Select and Rec committee meetings. Portrays and conveys unity, cooperation and togetherness within club.

D. Training/Coaching Rating ___ (25% of overall rating)

Expectations: Plans, organizes and conducts effective training sessions for age Groups as determined by Executive Director. Effectively carries out BOD-Approved "Player and Development Plan". Provides players with clear, adequate feedback to enhance each player's potential based on each player's individual goals. Instills character and discipline as well as soccer skill development in all activities.

Performance Review Worksheet

Club Registrar

- 1 – Weak / Needs Much Improvement
- 2 – Occasionally Meets Expectations (needs some improvement)
- 3 – Consistently Meets Expectations
- 4 – Exceed Expectations (consistently above and beyond)

Overall Rating U ___

A. Registration

Rating ___

Expectations: Administers the set up, maintenance, and management of the Georgia State Registration system. Knowledgeable of all Georgia State deadlines and ensures that the club meets all expectations with Georgia Soccer. Prints all rosters and player passes and completes all transfer and release forms for the club when necessary. Also provides help to parents with the system and follows up with parents regarding any payment that doesn't process.

B. Communication

Rating ___

Expectations: Provides effective communication to parents and co-workers. Position builds unity with Director of Operations, Business Manager, and volunteers. Provides timely and concise reports to Director of Operations at weekly meetings. Portrays and conveys unity, cooperation and togetherness within club.

C. Tournament Coordination

Rating ___

Expectations: To assist the Director of Operations with all tournament coordination for AFC Lightning team participation. The role will consist but not be limited to, entering teams for tournaments, notify and collect additional fees from teams that need to pay for out-of-area coaches' travel, and help team managers complete any out-of-state travel paperwork.

D. Lakewood Coordination

Rating ___

Expectations: Oversees Lakewood fundraising program at the AFC Lightning Lightning level. Collects all of the information and creates a spreadsheet and credits funds to each player's payment order. Also provides guidance and a check and balance system with the AFC Lightning Lakewood Stand Managers to ensure everything is operating properly.

LIGHTNING

AFC Lightning Financial Aid Request

Please complete and mail it to:

AFC Lightning, c/o Financial Aid Committee, 1200 Hwy 74 S, Ste. 6, PMB 134, Peachtree City, GA 30269

Applications must be sent by **mail only** along with the first two pages of your prior years' tax returns.

All items must be received by AFC Lightning by June 10, 2011

All financial information provided will be kept confidential. No applications will be considered without this financial information.

Child #1: _____

AFC Team: _____

Child #2: _____

AFC Team: _____

Parent Name: _____

Phone Number: _____

E-Mail Address: _____

Please fill out the following information:

Request: _____ Partial Scholarship / Parent Contribution: _____

_____ Customized Payment Plan

Total Amount Being Requested: \$ _____

Rent/Mortgage: \$ _____

Household Monthly Income: \$ _____

Other loan/credit Payments: \$ _____

Additional Income including child support \$ _____

Circumstances to be considered (please include all financial circumstances and eligibility for school lunches)

Are you or player willing to volunteer time to offset scholarship? _____

Who are the family members willing to volunteer time/skills to AFC? _____

What are your weekly days & hours available to volunteer? _____

What particular areas of skill or experience which can help AFC: _____

I am willing to commit to fully reimburse AFC for any scholarship granted should player decide to leave AFC for another club within 2 years or if player does not regularly attend training sessions and scheduled games or does not fulfill team expectations/player/parent conduct agreement.

Parent Signature: _____

Parent Signature: _____

Exhibit 2: Financial Aid Agreement

TO: (Parent Names)
FROM: (Name), AFC Chairman
RE: (Player Name) Financial Aid

We are very pleased that you have chosen AFC. Your Financial Aid request has been reviewed and approved for this season. Should you need to do so, please remember to reapply prior to registration for next season as financial aid is done on a season-to-season basis and not for an entire year.

The Select Committee agrees to cover the cost for this season's club fees with the exception of the following:

- \$ 50 Administrative Fee
- \$ 80 Tournament Fees

The amount due for the season is \$ 130. Please mail payment with this form. For payment arrangements, please contact our Business Manager, Val Slattery (val@afclightning.org).

Travel costs (gasoline, meals, hotels, etc.) to away games and tournaments are not covered by the club; however, players often car pool with other players and their families to reduce or eliminate these costs. Please work with your team manager if necessary.

Also, we cannot waive the cost of the uniform. However, there are numerous pre-owned uniforms around with which your team manager may be able to assist you in locating.

As a way to offset the financial aid, we ask you to consider ways to volunteer your time and talents for the club. There are numerous tasks for which we are totally reliant on our members (volunteers) such as assisting in the lining of fields, repairing goals, helping with registration, helping keep the fields clean of debris, etc. Our Executive Director will help identify areas within which you can help and which work with your schedule and availability.

In consideration of this financial aid, I hereby commit to fully reimburse AFC for any financial aid granted should the above player(s) for whom the financial aid has been granted decide to leave AFC for another club within two years of this financial aid; not regularly attend training sessions and scheduled games or tournaments; or otherwise not fulfill expectations as set forth in the Player/Parent Agreement signed at the beginning of each year. I further acknowledge that this financial aid is only for the current season, and should any further financial aid be necessary, that application will be made prior to the start of any subsequent season.

Parent Signature

Date

Parent Signature

Date

AFC President

Date

***Please sign and mail agreement to:
AFC, 1200 Hwy 74 S, Ste. 6, PMB 134, Peachtree City, GA 30269***

Financial Aid Notification

Name _____

Street _____

City, GA zip _____

FROM: Jason Thompson, AFC Chairman

RE: players name and age group

Your scholarship request has been reviewed. The AFC Board of Directors agrees to cover the cost for this year's club fees with the exception of the following:

- \$ _0_ Training Fees
- \$ 50 or 100 Administrative Fee
- \$000 Tournament Fees
- Uniform fees

The amount due for the season is \$ _xxxx_. Please mail payment with this form. For payment arrangements, please contact our Business Manager, Val Slattery (val@afclightning.org).

Please note failure to pay or make payment arrangements may impact the player's training and game participation.

Travel costs (gasoline, meals, hotels, etc.) to away games and tournaments are not covered by the club. We cannot waive the cost of uniforms, backpacks or warm ups.

As a way to offset the scholarship, we expect you to volunteer 20 hours of your time and talents for the club. There are numerous tasks for which we are totally reliant on our members. Our Executive Director will contact you prior to the beginning of the season to arrange a volunteer schedule for you.

Fees can be offset by volunteering at Lakewood Amphitheater. Please contact Amanda South at amanda@ptclazers.org to arrange for training and additional information.

In consideration of this scholarship, I hereby commit to fully reimburse AFC for any scholarship granted should the above player(s) for whom the scholarship has been granted:

- Decide to leave AFC for another club within two years of this scholarship
- Not regularly attend training sessions and scheduled games or tournaments
- Otherwise not fulfill expectations as set forth in the Player/Parent Agreement
- Not fulfill the financial obligations detailed above

Agreement must be received by _____:

Parent Signature

Date

Parent Signature

Date

AFC Chairman

Date

**Please sign and mail agreement to:
AFC, 1200 Hwy 74 S, Ste. 6, PMB 134, Peachtree City, GA 30269**