

AFC Lightning



LIGHTNING

Book of Procedures

Updated June 2018

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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 Team Names

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 "Gold, Yellow, Red, Black, or White" in order by level of play (R3PL, Athena A-F, and Classic I-V). Each team should carry the same name year over year.

Example, "AFC Lightning '03 Gold"

For U9-U12 Select teams, in general the age groups will be referred to as "AFC Lightning", birth year, "Academy" and either "Gold, Yellow, Red, Black, or White" in order by level of play.

Example, "AFC Lightning '01 Gold"

2.2 Uniforms

AFC Lightning's official colors are Gold, Red, Black and White. All team uniforms will be approved by the AFC Lightning Board.

- During games and training, players shall only wear uniforms and training attire which have been approved by the AFC Lightning Board.
- Attire with logos of other associations is not permitted.
- Nothing may be affixed or added to any approved attire without prior approval of 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 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 will be conducted in accordance with timelines and mandates provided by Georgia State Soccer Association.

- All coaching staff will be present at all tryout sessions.
- Executive Director will provide guidelines for each session and may change session techniques when it conflicts with directives.
- Individual conversation with players or parents should be limited during the tryout process or in view of other players when relating to offering positions on teams.
- Player Selection:
 - The first team coach should contact and gain verbal commitments from the players (parents) selected.
 - Once the first team formation is complete, the first team coach will notify the second team coach within in the age group of the players remaining and for the second team coach to begin selecting players for the second team. This process repeats for the third and fourth teams (if applicable). It is imperative for all members of the coaching staff to review team selections in order to avoid any conflicts or misunderstandings. Once all teams are selected, the coaching staff will contact all remaining parents/players within 24 hours.
 - Keep in mind that besides the open tryout evaluation period, evaluations also take place during the competitive soccer season. In order to avoid expending unnecessary time, team coaches reserve 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.
- The Executive Director must approve all players and teams selected.

2.4 Team Formation, Roster, and Selection

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

- Technical – quality of first touch, ball mastery, and the efficiency and comfort level of the skills needed to play the game.
- Tactical – Understanding different systems of play, shape, rotation, and roles and responsibilities on offense and defense.
- Psychological – problem solving, decision making, composure, mental toughness and character.
- 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

Roster sizes will be structured to allow a free movement of players between teams in an age group on a week-to-week basis to reward those players who have excelled in training and games, as dictated by the age group coach.

Team Formation - Academy ages U9-U12

Places on the academy program are offered to participants who want 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 all 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.

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 and Per Diem

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

- Current IRS mileage amount. This will be applied for every mile traveled from home fields. Mileage will be paid only if the travel distance exceeds 140 miles round trip.
- \$39 per day when mileage condition in Section 3.51 applies.
- Some exceptions can be considered on a case by case basis.

3.52 Lodging

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

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

3.53 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 incurred.

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 Executive Director, 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 will 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

With the exception of the scenarios listed below, AFC Lightning has a no 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).

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.
- 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.
- Reporting of Child Abuse – O.C.G.A 19-7-5:
 - Provide training to staff through the Governor's Office for Children & Families
 - 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.
 - An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney. They follow up their concerns in writing and will inform the designated person of any such incident.
 - The designated person will report concerns to the Executive Director, as soon as possible.
- All activities will be adequately insured in respect of both young people and staff. The policy will be available for inspection to all groups.
 - 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.
 - The policy and its implementation will be reviewed annually within the Board of Directors.

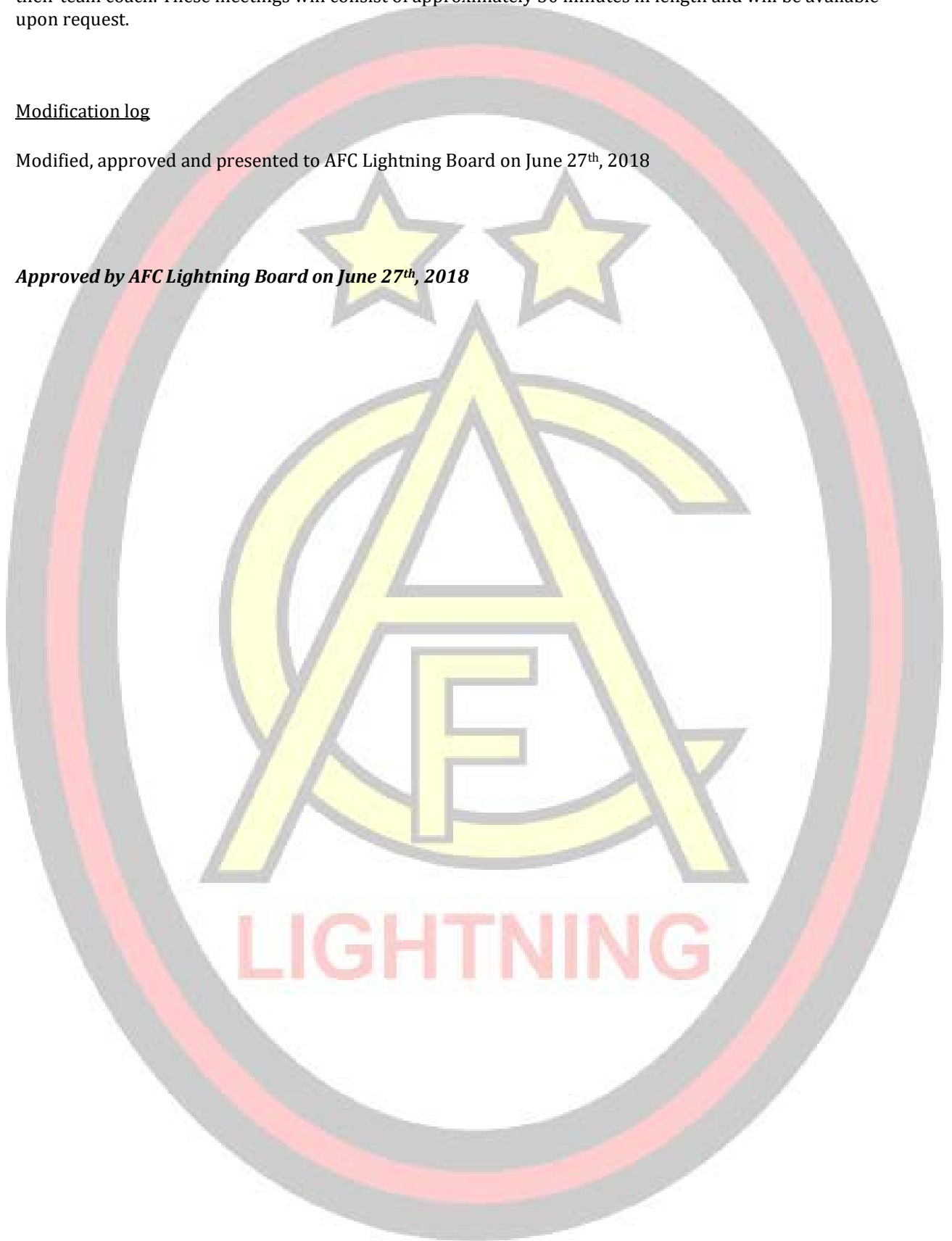
5. Player/Parent Meetings

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.

Modification log

Modified, approved and presented to AFC Lightning Board on June 27th, 2018

Approved by AFC Lightning Board on June 27th, 2018



Appendix A: AFC Lightning 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 the seasonal year, which begins in August and runs through the following July.

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 seasonal year, 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 the Program 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 seasonal year 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 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 appropriately 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 sessions 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 from the AFC Lightning staff.

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 are 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 Program 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 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 seasonal year (August to July) 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.
- Respect that you have accepted a roster slot, 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 Board the permanent dismissal (expulsion) from the club. The parents will be notified by the board of the decision.

4. The parents of any player recommended for removal from the club may request the opportunity to meet with the Executive Board 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, Expectations, Behavior Guidelines and Code of Conduct.

I have read, and I 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. I have also read the brochure entitled Parent/Athlete Concussion Information Sheet, which was available to download with this agreement during the registration process, and is also available on the Lightning web site.

Print Parent Name

Parent Signature

Date

Print Parent Name

Parent Signature

Date

Player Signature

Date

Team/Age Group Assignment

LIGHTNING

Appendix B: AFC Lightning Team Manager Guide

Team Manager Duties & Responsibilities

Team Managers are parent volunteers who have been asked to manage the administrative and communication needs of the team. This includes collecting and maintaining paperwork required for each player, uniform coordination, Georgia Soccer league website administration, tournament registration & travel requirements, and team finances.

TEAM ADMINISTRATION & COMMUNICATION

1. Player Documentation

Team Managers will be asked to keep copies of the following for each player:

- Birth certificate
 - Medical Release form
- **Player forms may be found online @ <http://www.afclightning.org/>

Player Cards

- Each player will have a Georgia Youth Soccer player pass. These will be provided to the Team Managers prior to the start of the season in August. Updates or changes may also occur at the beginning of the spring season (February) if applicable.
- Player pictures are required for the cards. Photos may be uploaded to the player profile in the Georgia Soccer site. The photo will print on the pass if uploaded prior to the printing of the rosters and passes. Actual 1X1 pictures may also be used.
- Player passes must be laminated.

2. Uniforms

- Uniforms are arranged for purchase through Lloyd's Soccer. The online ordering instructions will be emailed after tryouts (June).
- Orders for uniforms need to be completed soon after teams are formed (after tryouts) to ensure timely delivery.
- Uniform numbering should be done to avoid duplicated numbers in an age group. The general approach is to have the 1st team use numbers 0-20, the 2nd team to use 21-40, etc. Please check with club administration prior to assignment for new teams and / or new players.
- Please refer to your coach for direction on uniform color choice for games and tournaments.

3. Team Books/Binders

- Team Managers are asked to assemble a "Team Book" in a ringed binder. This information will contain copies of the team roster and each player's forms, player cards and weekly gamecards. Assembly and organization is an individual choice, but it is recommended to keep copies of all paperwork organized by player in sheet protectors for safekeeping.
- Team books must be available at games and tournaments. Player cards will be reviewed by Referees/Officials for all games, both league and tournaments. Managers are responsible for ensuring player passes are returned to them at the end of all games.
- Academy age groups (U9 thru U12) should complete game cards for each league game. A blank game card is attached. An email will also be sent with a blank form for

use.

4. Georgia Soccer site administration (U13 and up)
 - ADG (Affinity Development Group) is the database management system used by Georgia Soccer. This site manages the regularly scheduled league games and player database.
 - Team Managers will access the ADG database for pre and post-game requirements. This includes the game day rosters / line up sheet and reporting of the scores after the completion of the game.
 - Team Managers are responsible for updating the ADG site when a player is needed to play for another team. This is referred as Club Pass. Coaches should provide adequate time to make arrangements.
 - User / Login information for the Georgia ADG site should be obtained from the club Registrar.
 - Instructions can be located on the GA Soccer website or AFC's website.
5. Communication
 - An email should be sent to the families on your team shortly after tryouts and team selection. Coordinate the email with your coach. An email distribution list is suggested.
 - Create a contact & information listing for the coach(s), players and families.
 - Communication will vary from team to team depending upon the coach and requirements for each team. Please speak with the coach about any additional needs.
 - Directions to away games and tournaments should be emailed to your team as soon as possible prior to the weekly games. Directions to league fields for away games are available on the Georgia Soccer site. Please provide the physical street address for map search and GPS users.
 - An email should be sent to the "Away" Team Manager at least two days prior to all league scheduled games. Information regarding date, game time, field and uniform colors should be confirmed. Team contact information is located on the Georgia Soccer site for U13 and up. The Academy Director confirms all game information for the U9 thru U12 age groups.
 - AFC Lightning appreciates our Team Managers providing the necessary communication and administration for our teams. At times, team parents may misunderstand the role and responsibilities of Team managers. The club does not expect our volunteer Team Managers to settle individual player issues such as playing time, coaching style, club financial responsibilities etc. Sensitive subjects and individual player issues should be referred to the coach or the club's administration and leadership.

TOURNAMENTS & TRAVEL

1. Tournament Registration
 - Team Managers are responsible for registering for tournaments. Communicate with your coach soon after tryouts regarding the exact events your team is expected to attend.
 - Work with the coach to understand the registration details of each tournament such as level of play and other team specific information. If clarification is needed, please contact the club's administration.
2. Tournament Fees & Payments
 - A draft of the tournament costs and travel needs for the team should be estimated. Please communicate this information to your team parents for planning purposes.
 - Create a method to track payments from each player.
 - Collect payments from each player to cover the season costs. ALL PLAYERS are responsible for tournament and travel fees regardless of attendance. The only exception is if a player is removed from the roster by the club. For questions or clarification, please contact the club's administration.
3. Tournament Forms and Check In Procedure
 - Team Managers are required to collect the necessary forms for each tournament. Requirements and tournament specific forms will be located on the tournament

websites. Please check with AFC club administration for help or direction.

- Managers (or designated parent volunteer) are required to perform the tournament check-in process. Please verify the requirements on the tournament website. The documents required and process are specific to each tournament.

4. Team Travel

- Out of state travel must be approved thru Georgia Soccer. The required Notification of Travel form is submitted thru the ADG site. Instructions are attached and are also located on the Georgia Soccer site in the document section.
- Team Managers are responsible for making hotel arrangements (room block) for the team and coach. Please verify with your coach how their individual reservation should occur. This will vary by team. Additionally, some tournaments have specific hotel requirements for the teams attending. Refer to the tournament site for each event.

5. Coach travel expenses

- Each team is responsible to pay for the coach travel expense if a game or tournament is greater than 140 miles round trip from home fields.
- Mileage should be calculated at the current IRS mileage rate.
- Per Diem expenses are provided to the coach at \$39 per day.
- Hotel stay should be provided for the head coach. Please note: some hotels offer a free room for the coach if the team reserves a minimum number of rooms.

TEAM FINANCES

1. Team Bank Account

- Team Managers will be asked to maintain a checking account for their team. The primary use of the funds will be for tournament registration payments and coach travel expenses.
- Most banks will ask for an EIN (employer identification number) or a social security number to establish an account on behalf of a team. The instructions to obtain an EIN number for a non-profit sports team are attached.
- If required, the club will provide a letter of authorization to use the AFC name on the team's account. Please contact the club's administration.
- If the team is new, establish a team fund as soon as possible. Registration and payments for pre-season events will occur prior to the beginning of the season.
- Payments for team events or specific team related functions should be made payable to the team, not AFC. Payments for club fees or club camps, etc. should be made payable directly to AFC. For clarification or questions, please contact the club's administration.

Reference Documents (available online)

- Medical Release Form – AFC website
- Parent / Player Agreement – AFC website
- Academy Game Card – AFC website
- Club Pass Assignment and Instructions- GA Soccer/AFC website
- Out of State Notification of Travel Instructions–GA Soccer/AFC website
- Georgia Soccer Site - GA Soccer/AFC website
- EIN Set Up for Team Checking Information -GA Soccer/AFC website
- Lloyd's Soccer Online Uniform Ordering Procedure – AFC website

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 Executive Director, Steve Muccillo at stevemuccillo@aol.com.
- 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 Executive Director, Steve Muccillo at stevemuccillo@aol.com.
- 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 Executive Director, Steve Muccillo at stevemuccillo@aol.com.
- 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 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.

Exhibit 1: Financial Aid Request Form

AFC Lightning (AFC) is pleased to offer a Financial Aid Program for the families of youth players who are in need of financial assistance in order to participate in an academy or select soccer program. Financial aid is available to all youth players; however, amounts are limited, and are on a first come, first served basis. Financial aid is determined on financial need only and is not based on playing ability. Financial aid is applied towards player fees and **does not cover the cost of uniforms, travel, camps, clinics, or tournament fees.**

Financial aid requests are strictly confidential. Information provided is for the sole purpose of assessing financial aid eligibility and will not be shared with anyone except the AFC Financial Aid Committee and Club Registrar.

Financial aid can range from **25%-70%** depending on need. Submission of the financial aid application does not guarantee that the participant will receive financial aid.

In order to be considered for financial aid, the following documents must be submitted to the Financial Aid Committee by **June 9th, 2018**:

- Completed Financial Aid application
- First two pages of last year's federal income tax return

In return for financial aid, AFC Lightning the families of financial aid recipients are **required** to volunteer their time at AFC events, such as, AFC Lightning Challenge (August 2018), Men's/Women's Showcase tournaments (TBD), and various facility clean up days (TBD). Volunteer hours will be monitored and approval of future financial aid will be contingent on completion of volunteer requirements.

Recipients commit to fully reimburse AFC Lightning for 100% of the financial aid granted under the following conditions:

- registering the recipient with another soccer club within 2 seasonal year of receiving financial aid
- violation of the AFC Player and Parent Agreement or failure to meet team expectations
- any unexcused absence from regularly scheduled training or games
- failure to provide volunteer hours at AFC tournaments or facility clean up days

Please do not hesitate to contact us if you have any questions.

AFC Lightning Board of Directors

LIGHTNING



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

AFC Lightning Financial Aid Request

Financial Aid Requests and required documents must be received via U.S. Mail at the address listed above or emailed to financialaid@afclighting.org no later than **June 9th, 2018**.

Required Documents:

***Completed Financial Aid Request form
 Prior year's tax returns (First two pages only)***

Parents Name: _____

Address: _____

Phone: _____ Email Address: _____

Occupation: _____ Employer: _____

Player/Parent Information:

Player/Child (1): _____ Birth year: _____ Team: _____

Player/Child (2): _____ Birth year: _____ Team: _____

Player Child (3): _____ Birth year: _____ Team: _____

Please complete the following information:

Requesting: Partial Financial Aid/Parent Contribution Customized Payment Plan

Total Amount Requested \$ _____ Rent/Mortgage Amount \$ _____

Household Monthly Income \$ _____ Other loan/credit payments \$ _____

Additional income (including child support) \$ _____

Please list any other circumstances to be considered (please include all financial circumstance and eligibility for school lunches):

In return for financial aid, AFC Lightning the families of financial aid recipients are **required** to volunteer their time at AFC events, such as, AFC Lightning Challenge, Men's/Women's Showcase, and various facility clean up days. Volunteer hours will be monitored and approval of future financial aid will be contingent on completion of volunteer requirements.

I commit to fully reimburse AFC Lightning for 100% of the financial aid granted under the following conditions:

- registering the financial aid recipient(s) with another soccer club within 2 seasonal years of receiving financial aid
- violation of the AFC Player and Parent Agreement or failure to meet team expectations
- any unexcused absence from regularly scheduled training or games
- failure to provide volunteer hours at AFC tournaments or facility clean up days

Parent Signature: _____ Date: _____

All financial information provided will be kept confidential. No applications will be considered without the required documentation.

Exhibit 2: Financial Award & Agreement

Financial Aid Award & Agreement

Month Day, Year

TO: Parent Name
FROM: Steve Muccillo, AFC Executive Director
RE: Player Name Financial Aid Request
Player Name Financial Aid Request

Your scholarship request has been reviewed by the AFC Financial Aid Committee. You have been recommended for financial assistance of XX%. This does not include uniform expenses, travel expenses or tournament fees. The amount awarded is \$X,XXX.

The balance due to AFC for the 2018/2019 soccer year is \$XXX.XX.

Please mail payment with this agreement. For payment arrangements, please contact our Club Administrator, Sue Eutermoser (sue@afclightning.org).

Please note: failure to pay or make payment arrangements will impact the player's training and game participation. Your child will be unable to participate in team camp, practices, or games until payment has been made or a payment plan is in place.

As a way to offset the scholarship, we expect you to volunteer 20 hours of your time and talents for the club at events such as, AFC Lightning Challenge, Men's/Women's Showcase tournaments, and various facility clean up days (TBD). Volunteer hours will be monitored and approval of future financial aid will be contingent on completion of volunteer requirements. A representative from the club will contact you regarding volunteer opportunities.

Soccer fees and expenses may be offset by volunteering time with the Lakewood Amphitheatre program. Hours worked in a concession environment may be used towards soccer fees. Please contact Sue Eutermoser for details.

Please read and sign below. Agreement must be received by Month Day, Year.

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:

- registering the financial aid recipient with another soccer club within 2 seasonal year of receiving financial aid
- violation of the AFC Player and Parent Agreement or failure to meet team expectations
- any unexcused absence from regularly scheduled training or games
- failure to provide volunteer hours at AFC tournaments or facility clean up days
- Not fulfill the financial obligations detailed above

Parent Signature

Date

Parent Signature

Date

AFC Executive Director

Date

Please sign and mail this agreement to: AFC Lightning Soccer, 1200 Highway 74 South, Suite 6, PMB 134, Peachtree City, GA 30269, or scan and email to suebeute@comcast.net.