

COORDINATOR'S HANDBOOK TABLE OF CONTENTS

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LEXINGTON FC **REFUND POLICY**

Background:

1. The Lexington FC official policy on refunds, consistent with LYSA policy, has been that there are no refunds.
2. There has been some flexibility in this policy based on individual circumstances, particularly in cases where players sustain serious injury prior to the start of a season. However, it has become apparent that this standard has been inconsistently applied
3. Given the significant difference in parent investment in select soccer in comparison with recreational soccer (\$330 in comparison with \$60), and given that for certain teams it is necessary to collect fees several months before the start of a season, it is appropriate for LFC to review its policy and develop an alternative that is more clearly defined, uniformly applied and consistent with both equity and good public relations.

Policy:

1. Consistent with the policy established by LYSA, there is no right to a refund for any portion of the registration fees paid by or on behalf of any player.
2. Upon application to the Director of Lexington F.C., and at the sole discretion of the Director of Lexington F.C., a partial refund may be provided where the player has sustained injuries or experienced illness of sufficient severity to preclude him/her from playing for a season, as documented by a physician.
3. Any application for a partial refund must be made prior to the first game of the season. No refunds will be provided following the first game of the season.
4. An administrative fee of \$75.00 shall be subtracted from any partial refund the Director of Lexington F.C. determines should be paid.
5. Under no circumstances shall refunds be authorized by any person other than the Director of Lexington F.C.
6. Appeals with regards to the Director's denial of a partial refund must be made to the Executive Committee of the Lexington F.C. within seven days of the decision.

LEXINGTON FC COORDINATORS' HANDBOOK

Mission Statement

The purpose of the Lexington FC is to provide a challenging environment for children in the Central Kentucky area to develop their soccer skills, to teach sportsmanship, and to enhance the game of soccer in our community. The philosophy of the Club is to develop players for high school and collegiate competition.

Director, Lexington FC	Mark Berginski	273-4346
Coaching Director	Parviz Zartoshty	266-4308 (e) 233-8612 (d)
Secretary	Tina DiGuglielmo	263-8597
Treasurer	Neil Howard	887-4442
Coordinator Director	Mary Lynn Walsh	233-9494
Girls' Director	Mike Casey	338-6393
Boys' Director	Bob Stokes	219-1961
At-Large Director	Mark Poage	221-0502
At-Large Director	Jay Rodes	268-2462
LYSA Director of Fields	Gary Fogtman	533-1657
Field Assignor	Mary Lynn Walsh	233-9494
Referee Assignor	Tony Samons	396-4888
LFC Administrator	Debbie Vogel	219-1493

Seasonal Year

The United States Youth Soccer Association's (USYSA) seasonal year is September 1 through August 31. (Birth dates for teams begin August 1 and end on July 31.) Under 9 through Under 14 teams, mixed and girls, play a fall season and a spring season. Older mixed and girls Under 15 through Under 19 play a spring season only.

Our fall season begins mid-August with teams usually completing their schedule by mid-November.

The spring season should begin no earlier than the beginning of March. Practice begins sometime during the first half of March. Teams may choose to begin practice earlier than mid-March, or may hold winter training sessions. However, any player who does not participate in winter training will not be penalized.

Games may start the latter part of March and a team's schedule with league games and tournaments may run to the beginning of July. Lexington FC teams normally complete their spring season in the middle of June.

Registering Players

- Complete the Lexington FC Registration Form
- Complete a notarized Medical Release Form
- Pay the Registration Fee
- Obtain a birth certificate for all players

All forms are available from the Administrator or online. The Lexington FC Registration Form, along with the fee, will be due at dates and times that are specified when tryouts take place and, for U9-14, will cover both seasons in which the team is playing. U15-19 teams will register and pay following tryouts for the spring season only. Registrations can be completed online and credit cards are accepted.

Select players are committed to play on their teams for one year (or season in the case of the older teams), unlike recreational players who are assigned on a seasonal basis. If, however, a player wishes to leave a team for any reason, a KYSA Player Release Form must be obtained from the releasing club. The Form may be obtained from the KYSA website (www.Kysoccer.net) the LFC office, at the LFC website, or from Mary Lynn Walsh, Director of Coordinators.

Medical Release

The Medical Release is required only once during the seasonal year. However, if a team completes medical releases in the fall, the coordinator should be mindful of any new players added in the spring who would need to complete the forms. Some coordinators prefer to have a Medical Release completed each season. Such a practice is commendable because it gives the coordinator an opportunity to update information that might otherwise go unattended. This assures that the coordinator's medical records are current. Medical Release forms are kept by the coordinator, preferably in a notebook containing other team information, and should be in the coordinator's possession at all games. The Medical Release must be notarized.

Two copies of each player's birth certificate and proof of legal residency for foreign players should be secured. One copy is sent to LYSA Registrar (if the player has not previously played in the Lexington FC or the LYSA Select or Recreational Leagues) and the other copy must be placed in the Coordinator's notebook.

Uniforms

The Executive Committee of the Lexington FC selects uniforms. They are important to the Club as they permit instant recognition of our players and teams. As such, it is vital that every team follow our uniform rules.

Our colors are navy blue, white, and red. Grey practice shirts may also be worn. Players (parents) are instructed, upon team selection, to go to the LFC office, or to the Soccer Center, for uniform sizing. Uniform pieces provided in the fee are two shirts, two pairs of shorts, and two pairs of socks. The colors of the game uniforms are red and white unless otherwise approved by the Executive Committee.

Uniform numbering is handled by the team's Coordinator. A number is required on the back of the jersey. Numbering is usually done in the following manner: #1 primary goalkeeper; #00 secondary goalkeeper OR #18 second goalkeeper/field player; #2-19 field players. Lexington FC does not permit numbers higher than 19.

It is the responsibility of the team Coordinator to provide a list of players' names and their uniform numbers to the Soccer Center at the beginning of each season. Players who remain on a team are allowed to keep their current numbers. Those players who are new to that team may choose from the remaining available numbers. The Soccer Center is able to remove numbers from shirts for a small fee.

Additional uniform pieces may be purchased from the Soccer Center at the team price. Teams may purchase additional (different colors) shirts/shorts/socks with prior approval. Bags and warm-ups are also available but are not mandatory.

Each player must have "Lexington FC" screen printed on the front of his/her team shirts. The Soccer Center will handle this.

It is important to understand the following LFC policy:

"Any team that wears uniforms or other apparel with the Lexington FC name and/or logo that has not been approved by the LFC Executive Committee is subject to the forfeiture of their team allocation for that season or the following season."

Teams may purchase practice shirts that are the same colors as regulation game jerseys. Shirts that are worn for pre-game warm-ups and after games must also be in club colors exclusively.

Game Schedule

Coordinators must arrange their game schedules with the Fields Assignor. A field number and location (Berea Road or Masterson Station) will be assigned once a date and time for the match has been established. It is **imperative** that the Coordinator call the Fields Assignor immediately if a game must be changed in any way. Games that cancel with less than 72-hours notice will result in a charge to pay the assigned referees. You may get your field assignments by going to www.Lexingtonfc.org. Scroll down to **Coordinators Info**, click, and follow the instructions. It is the responsibility of the Coordinator or another designated person to check the schedule for errors/corrections!

The Kentucky Select Soccer League (KSSL) is a scheduling league and was formed in the spring of 1998. The KSSL is a non-profit corporation formed to enhance competitive soccer in Kentucky. The KSSL is governed by a five member Board of Directors which is elected annually.

The KSSL is open to any U10 or older team registered with KYSA or an adjacent affiliated organization (i.e., Southern Indiana). U9 Academy teams are handled by the Kentucky Youth Soccer Association. Teams not located within the geographic area of the League may be admitted, but only with the understanding that they arrange for a "home" field within the League's area and pay all referees for those home games. The KSSL entry fee is \$65.00 per season.

To be eligible for the Kentucky Youth Soccer Association's State Cup, a team MUST participate in a KYSA-sanctioned league. The KSSL is sanctioned.

Fees

The yearly registration fees for the Lexington FC teams have been combined with the new uniform costs for the upcoming 2010-11 year. They are as follows: U9 Academy - \$640; U10, 11, and 12 - \$765; U13 and 14 Premier - \$905; U13 and 14 Classic - \$765; U15-17 Premier - \$500; U15-17 Classic - \$430; U18 Premier - \$405 (no uniform), and U18 Classic - \$335 (no uniform).

Coaches' Guidelines for Travel Reimbursements

Vehicle Expenses:

League Games:

Lexington FC will utilize IRS Guidelines and club established policies when determining the correct amount of reimbursement for coaching travel to league games. The current amount allowed is \$0.50. Mileage is also only paid to one

coach when traveling. Coaches and assistant coaches can travel separately, however only one coach will be paid mileage for league game reimbursements.

Mileage rates are to be established before a season and are to be paid based on the maximum rates determined by the IRS. Coaches are to be reimbursed for any travel for games that are outside of Fayette County. This could be scrimmage games, friendlies or any other Sanctioned League play. Sanctioned League play consists of any KSSL game, Buckeye League, Midwest Regional League, National League or any other established leagues.

Lexington FC has also established a maximum per team for mileage reimbursement during an entire league season. Any team participating in KSSL league play has a \$350 maximum for mileage reimbursement per season (Spring or Fall). Any team participating in the Buckeye, Midwest Regional League or National League play will have a \$600 maximum for mileage reimbursement per season (Spring or Fall).

Tournaments/ Showcases:

When coaches are traveling to tournaments or showcases, they are entitled to actual gas usage. Coaches will retain receipts for gas purchases and submit them back to the team rep for prompt reimbursement.

These reimbursements/ gas usage expenses will only apply to tournaments outside of Fayette County and will be paid to only one coach.

NOTE: LFC also allows for the team and coach to utilize a Rental car instead of mileage. This arrangement would be beneficial to both parties if the trip would encompass a long distance (.in excess of 4 hours). It may be less expensive to rent a car instead of paying mileage.

FOOD EXPENSES

All coaches who are traveling for League Games or Tournaments/ Showcases are entitled to receive the allotted amounts for food expenses. Each coach (head and assistant) shall be paid the following for food when traveling outside of Fayette County for coaching duties:

Breakfast: \$7
Lunch: \$10
Dinner: \$18
Total per day: \$35

HOTEL EXPENSES

Unless other arrangements have been made, hotel accommodations should be arranged and paid for by a team representative. Hopefully the coach will not be asked to pay for their own room upfront and then be reimbursed. Hotel expenses

include all coaches. If you have two male coaches, it is reasonable to expect them to share a room, however if you have coaches of opposite gender then only the head coach's accommodations should be paid for. Each team may agree to pay for a second room for assistant coaches, but the club only expects the head coach's hotel room to be paid for.

NOTE: Coaches should expect that all reimbursements be paid within 7 days. If receipts or documentation are needed, reimbursements will be expected within 7 days of this being provided.

Tournaments

The U10 and older Lexington FC teams normally play in three to four tournaments a season. Tournaments can be found on many different websites, including www.KYSoccer.org. They may also be listed in *Soccer America* and at www.Gotsoccer.com. Prior to the beginning of the season, the Club may make some tournament recommendations. We have, for instance, attended the Fall Ball Tournament in Cincinnati as a Club for the past ten years. While it isn't mandatory to attend the Fall Ball, we would urge all of our teams to consider participating in it. The coaches and coordinators may choose other tournaments.

The Lexington Invitational Tournament (LIT) which we host is held in October, and our Bluegrass Invitational Tournament (BIT) takes place the second or third weekends in May. These are mandatory for LFC teams, and all parents are asked to work as Field Marshals or in our concession stands. Teams will also be expected to sell ads for the LIT and BIT programs.

General information: The Lexington FC is considered a "club team" on tournament application forms. Early application often helps with acceptance. Make motel reservations as soon as you know you want to go to a tournament. Have a list of credit card numbers available from all parents. The hotel will probably want you to provide them in order to guarantee your rooms. Please note that some tournaments require you to stay in their hotels. Still others insist on a two or three-night minimum stay no matter when your games are scheduled. It is important to understand what the tournaments expect from you in this regard. As stated above, each team is responsible for paying for their coach's food, travel, and lodging for each event you may attend.

Any time your team is going to travel out-of-state, you are required to obtain a Permit to Travel. This document (**form**), which is available on-line at www.Kysoccer.net, states that you been given permission to leave Kentucky for the purpose of playing games. Traveling without this permit can negate your insurance and can result in the team being forbidden to leave the state for periods up to a year in duration. The only time a travel permit is not required is in the event that your team wins our State Cup and advances to Regionals. Those

teams participating in the National League or in a league with which Kentucky has reciprocity also do not need Permits.

In order to obtain a Permit to Travel, you must have a Permit to Host from the team you're going to play. This is required for round robins, tournaments, or scrimmages. In short, you can under no circumstances leave Kentucky without receiving a Permit to Host. The reverse of this is that you must also provide a Permit to Host to any out-of-state team you may invite to come to Lexington. Permits to Host are also available from KYSA. Please see their website for a list of their requirements pertaining to these Permits.

The Coordinator or a designated parent should prepare tournament information and distribute it to all parents before leaving for the tournament. The information will include directions to the motel in the city where the team is staying, directions to the fields, and a copy of the tournament schedule.

Some tournaments allow a specified number of Guest Players to attend. Guest player passes and forms, which may be signed by Mary Lynn Walsh or by KYSA, are necessary. Here are some guidelines to follow:

- No player should be a guest player for another team if the team he/she is registered to has a game scheduled that day.
- You must have a player card for each guest player. Since each player can only have one player card at a time, the card must be obtained from the coach of the player's primary team. If the player is a recreational player, you should check with his/her coach and make sure there is no problem. If you wish to take a player not currently involved in soccer, he/she **must** be registered with KYSA and insurance must be paid. That cost is currently \$17.20 per player and the Director of Coordinators can sign and stamp the necessary paperwork.

Non-Sanctioned Teams

Games against non-USYSA affiliated teams cannot be played at Berea Road or at Masterson. Non-sanctioned teams would include JV and Varsity high school teams and anybody else not registered with the Kentucky Youth Soccer Association. You **must** obtain permission to play against a non-USYSA team. A form is available **ONLY** at the KYSA office and it must be signed by a KYSA official.

Referee Information

Referees will be paid by the LYSA Registrar. At the end of each season, your team will be billed for the amount paid on your behalf.

There must be three referees on each match in which your team participates at U10 and above. In the event that only two officials arrive by the start of your game, it is mandatory that you provide a Club line to take the place of the missing referee. (Not true for 9's.)

Fees for the year 2010-11 are as follows:

U9/10	\$15.00	Linesmen (2)
	\$20.00	Center
U11-12	\$15.00	Linesmen
	\$25.00	Center
U13-14	\$20.00	Linesmen
	\$30.00	Center
U15-16	\$25.00	Linesmen
	\$35.00	Center
U17-19	\$30.00	Linesmen
	\$40.00	Center

Red Cards

Any player, parent, or coach ejected from a game is automatically suspended for at least the next regularly scheduled game. People who frequently receive red cards are a problem and might consider some other sport.

Any player or coach who receives two red cards during the seasonal year may be suspended for the remainder of the year.

It is recommended that the Coordinator secure copies of the LFC Rules, the KYSA By-Laws and Rules, and the USSF Administrative Handbook and become familiar with them.

Fields – Matches/Practice

The Lexington FC fields are located adjacent to the Kentucky Center for Applied Energy Research on Iron Works Pike at the intersection with Berea Road. These fields are often referred to as “the Berea Road fields”. They are primarily used for practices, but we also have tryouts and the small-sided teams play many of their games there. LFC has a lease with the Commonwealth of Kentucky for use of the Berea Road fields. To retain the lease, parking, trash, and traffic stipulations must be observed.

The majority of our matches will be played at the Masterson Station Park and Berea Road. The Masterson fields are **never** used for practices.

Coordinators are expected to communicate to players and parents the basic requirements for the use of our fields:

- Keep the grounds clean
- Park only in designated parking areas
- Use the roads designated for soccer traffic
- Do not trespass onto property/buildings that are not part of the lease agreement
- Stay away from the fences that act as a boundary for the fields.
- The last person to leave a practice or game **MUST** lock the gate at the Berea Road fields. The combination is 1-9-4-9.

KYSA State Cup and the Eurosport Cup

The Kentucky Youth Soccer Association (KYSA) sponsors two state tournaments for Select players in the spring of each year. The Open Cup, usually held over the Memorial Day weekend at the end of May, with semis and finals held the first weekend in June, is the competition for U13 teams and above. The state winners in each age group advance to the Regional Cup, which is held in different locations every year. The Eurosport Cup is usually held the third weekend in May, with finals the first weekend in June, and is for U11 and 12 teams only. These winners are not permitted to go on to Regionals, but they are crowned State Champions nonetheless.

Every team intending to participate in the State Cup must belong to a league sanctioned by KYSA and must play a minimum of four games each season in that league. The Kentucky Select Soccer League (KSSL) is sanctioned. Please be sure to obtain the correct registration deadline **EACH AND EVERY YEAR** if your team wishes to participate in the State Cup. Your team will not be permitted to play **if you are even one day late turning in the registration form and the check to KYSA.**

If you are fortunate enough to win the Open Cup, you will be expected to fill out the United States Youth Soccer Association's (USYSA) Blue Roster and turn it into KYSA right after your championship match. This is different than our traditional rosters and is much more detailed. Please call Debbie Vogel or Mary Lynn Walsh if you have questions about this.

Team Rosters and Player Cards

Following the registration of your team with the appropriate forms and fees, the registrar will prepare a team roster and the Director of Coordinators will sign and stamp it. This roster will be given to the Coordinators of each team. Several copies should be made of the roster to have available throughout the season. Rosters are required when you are submitting entry forms to

tournaments and the KSSL will also ask you to provide one. Rosters must be approved with a signature and stamp. Only the Director of Coordinators or the Kentucky State Office (KYSA) are able to sign and stamp rosters and player cards.

Player cards will also be given to the coordinator. With the new on-line registration system, cards can be printed in entirety by the club registrar. A photo of the player will then need to be affixed to the player card. The coordinator will, therefore, need to arrange for photographs to be taken at the first team meeting or at a practice session. Photographs should be developed in a size that will fit the player card (approximately 1”).

After affixing the player photographs, the cards should be signed by the player and signed/stamped as discussed above. When submitting the cards for signing, you will need to present an approved roster and copies of the player’s birth certificates as well. The cards should then be laminated individually. This can be done at Kinko’s, for instance. You should consider punching a hole in the corner of each card and then placing the cards on a ring. These cards, as you will see, take a lot of work and are difficult to replicate. You are consequently urged to take special care not to lose them. Teams that play both a fall and spring season only need to prepare player cards prior to the beginning of their fall season.

The player cards are presented to the referee at the start of each game in which your team participates. They are visible proof that the player is actually registered with the state association and that their insurance is in force. It is critical to remember to pick up the cards at the end of the match!

Coaches and Coordinator Cards

Three coaches’ cards are allowed for each individual team. In order to stand on the sideline with the players during a game, the coaches and/or the coordinator MUST have a card. Very few teams have three coaches, and it is consequently a good idea to make a card for the coordinator as well. In the event that a coach receives a red card during a match and is sent off, it may be necessary for the coordinator to fill in as acting coach until the completion of the game. A card is an absolute necessity in a case like this. Pictures **must** be affixed to these cards as well, and they must also be signed and stamped by the Director of Coordinators or by a KYSA official.

Player Obligation

Once a player completes the tryout process with a club/team and he/she (or guardian) signs the club/team registration form, the player becomes bound to

that club/team for one year. The player may not transfer to another club/team unless specified in the guidelines below.

Any U9-14 select player rostered to a team for the fall season must remain with that team for the ENTIRE fall season unless they request permission to transfer by completing a Transfer Form and obtaining a signature from the releasing club. Any player wishing to transfer in the fall must complete the Transfer Form and submit it to the state office prior to August 1 of the upcoming seasonal year. NO transfers will be approved on or after August 1 for the fall season unless it is within the same club and is approved by a club administrator.

Anyone wishing to transfer after the fall season must request permission using the Player Transfer Form and obtaining a club-approved signature. The paperwork MUST be received in the state office between November 1 and January 15.

Any player wishing to transfer after January 15 and during the spring season to another club must request permission as stated above. A transfer fee of \$200 must accompany the form, made payable to Kentucky Youth Soccer.

Any player, regardless of age group, wishing to transfer at any time may be bound to their current team until all appropriate fees have been paid to their current club.

Any U15 and above select player registered to a club for the current seasonal year must remain with that club for the entire winter/spring season unless they fill out the Transfer Form and obtain a club-approved signature. This must be submitted to the state office between November 1 and January 15. No transfers will be approved after January 15 unless accompanied by a \$200 transfer fee.

Team/Transfers Limit

Teams are limited to a total of five transferred players per seasonal year if they wish to be eligible to participate in the US Youth Soccer National Championship competition.

An unlimited number of unregistered players may be added to a team roster (to a maximum roster of 18) in that seasonal year.

Adding a recreational player to a roster is permitted between seasons (fall and spring being considered separate recreational seasons). A player who played for a recreational season in the fall and has registered to play on that same team for the spring season may be added to a competitive team roster provided the LYSA Office is notified in writing no later than December 31st.

Team Finances

Teams used to receive a cash allocation from the Club each season following registration of all players. That is no longer true. It was decided not to increase fees this year and rebates were consequently cancelled. A checking account should be opened for the team at any Traditional Bank. It is a good idea for each team to appoint a treasurer to handle the team finances for the year. The treasurer and the Coordinator, or any other person the team designates, should both be listed as signors. Checks do not, however, require two signatures.

A budget for the season should be prepared to include payment to referees for league and other home matches, tournament and league entry fees, coach's travel and tournament expenses, and other miscellaneous items. Most teams conduct fundraising projects and/or have an assessment to pay for these.

Coordinators or team treasurers should keep accurate financial records of the team's expenses and revenues during each season. A final financial report **must** be submitted to LFC at the end of each season.

Referees

USSF certified referees are used for LFC matches. The Club referee assignor, Tony Samons, will schedule referees for all matches. The fees for referees are set annually by the Club. Quality referees are critical to competitive soccer. Refs do, however, sometimes make mistakes. Abusive language directed toward a referee for a perceived mistake will not change the call. It will, however, set a poor example for the players and may discourage the referee if he/she is young. Referees, like players, improve their skills with encouragement and experience. The coordinator should see to it that the behavior of players, parents and coaches demonstrates good sportsmanship.

Field and Referee Assignments

The KSSL provides you with a schedule of games based on information that you and the other teams in the League have provided to them. Other matches, such as those you may wish to schedule with LFC teams in age groups other than your own, are usually handled by the Coordinator in conjunction with the coach. Before finalizing these games, please check with Mary Lynn Walsh. She provides you with the location and number of the field on which you will be playing. Mary Lynn also must OK the time of the game in order to have a schedule which works for the referees. She is also the person who gives your schedule to Tony Samons, the referee assignor. **It is important to note that**

you should not contact Tony directly unless you are specifically instructed to do so.

The schedule of LFC home games is posted on the website and it is from there that you will learn which field you have been assigned to. **It is up to you, the Coordinator or your designee, to check the ENTIRE season's schedule. It is easy for the Fields' assignor/referee assignor to make errors, and the only way to catch them is to give the responsibility for checking to the Team Coordinator.** If a game is scheduled incorrectly and referees show up to officiate the match, their fees will be charged to the team if the game is shown on the website schedule. This is true whether the information is incorrect or not.

It is important to note that games must be cancelled with more than seventy-two hours notice or the team can be assessed to pay the assigned referees. This is a KSSL rule and is strictly observed.

Fields Equipment

Corner flags for the Berea Road fields are somewhat of a problem. The University of Kentucky will not allow us to put up any storage buildings, and that is where we would ordinarily store flags. New teams who play at Berea Road will be issued a set of flags and these must be taken to all home games.

Practice Fields

We now use the Berea Road fields as practice sites for U9-14 teams only. Teams will be asked if they wish to use the fields and if so, on what days. M-W or T-Th are preferred. If necessary, two teams of approximately the same age groups will be assigned to one field. Teams who wish to use Berea Road must meet the following conditions:

1. A fee of \$100 per season will be charged.
2. A contract must be signed by each team which will specify the responsibilities that go with using the Berea Road fields
3. Trash pick-up is mandatory. As the City does not provide service to Berea Road, each team will be asked to police its own fields.

Coaches

The Coaching Director, Parviz Zartoshty, is responsible for selecting coaches for all Lexington FC teams. The Coordinator should contact the Coaching Director as soon as a vacancy occurs. The Coaching Director welcomes input from the Coordinator on potential coaches and any information that will be helpful in matching the right coach for your team.

When a head coach is assigned to a team, the head coach **cannot** then ask the team to pay for an Assistant Coach. Instead, the head coach should contact Parviz regarding the possibility of obtaining an assistant, as the approval of any assistant is at the discretion of the Director of Coaching

The Coordinator is responsible for setting up a meeting at the beginning of each season when the coach will explain his/her rules, expectations, etc. If a problem arises during the season, the coach may wish to have the Coordinator arrange a meeting with the parents and player. Players are encouraged to communicate problems they may be having to their coach at any time. Coordinators should inform parents that they are encouraged to talk with the coach, however, they should not question the coach about playing time, positions, etc. during or after practices or games.

If problems are not resolved after taking the above steps, the Director of Coaching should be contacted. His Lexington FC phone number is 266-4308.

First Aid and Emergency Procedures

Each coordinator should maintain an adequate first aid kit. The kit should be available at all games. It is advisable that coaches maintain a kit that will be available at practice sessions also. First aid supplies may include: tape, bandages, wraps, gauze, splints, antiseptic cream, sun block, scissors, etc. Coordinators should also know where the nearest medical treatment center is located in relation to practice and/or match fields and how to reach emergency and law enforcement personnel.

Team Tasks

The Coordinator may delegate a number of tasks that will be helpful to the efficient administration of the team. This not only helps to have a team that functions smoothly, but it also allows the parents to feel that they have involvement in Lexington FC and in their child's team. These tasks include:

- Team finances
- Monitoring parking and trash clean-up at matches
- Team banner, if the team has one
- First aid kit
- Travel arrangements/motel reservations (it is wise to obtain credit card numbers from your parents at the first team meeting)
- Newsletter/website for the team
- Social activities, e.g., team picnic

- Canopy for rainy or extremely hot-sunny weather

The following positions are mandatory for the 2010-2011 season:

- T-shirt person who shall be responsible for making Club and tournament t-shirt information available to the rest of the team
- A BIT/LIT representative(s) who will handle ads for our programs and will also obtain workers to act as field marshals and concession workers.

Insurance

Following registration, each player is enrolled in the insurance program provided through the Kentucky Youth Soccer Association. A player is enrolled only once for the seasonal year. (A player registered in the Fall is covered through August 31 of the next year.) Claim forms are available from the KYSA Office. The phone number is 268-1254. **Lexington FC does not handle this.**

Communications

It is imperative that the Coordinator immediately establish a way to get information to players/parents quickly and efficiently. While e-mail is wonderful for sending out instructions, etc., it is also wise to have an operating phone tree. This is particularly important if bad weather necessitates the cancellation of practices late in the day. Ask the parents to provide home, work, and cell phone numbers if they are available, along with e-mail addresses.

Parent meetings are essential. A meeting at the beginning of the season to make plans for team activities is helpful. Brief meetings during practice sessions work well, too, when decisions need to be made or information needs to be shared.

Sponsors and Fundraising

Current registration fees will pay for some entry fees for tournaments. Specific amounts will be determined each year in the budget. The team, either by donations, fundraisers, or from sponsors, must pay for expenses and tournament fees in excess of the budgeted amount.

- Select teams may secure financial assistance from others to help defray the cost of uniforms and equipment. Any sponsorships or fundraising options must be approved by the Executive Committee.
- Such select team sponsors may be recognized by the placement of their name or logo on bags, banners, etc. This information may

NOT be placed on team uniforms without the express permission of the Executive Committee.

- Only persons or businesses of unquestioned repute in the community may sponsor LFC teams, and the acquisition of sponsors is solely at the initiative of the team.

Fundraising projects that teams frequently use include: Kroger cards, car washes, garage sales, concessions, raffles, and candy sales. **LFC urges its teams to participate in projects such as these in order to avoid the constant writing of checks by team parents.**

LFC also reserves the right to conduct fundraisers during the year.

Commitment and Team Operation

The Lexington FC believes that commitment is important to the success of our teams; however, decisions regarding a player's absence at a game or practice will be left up to the coach. The coaches have all been instructed that they are to have a meeting prior to the season with all players and parents in attendance, to explain their coaching philosophies and in what direction they intend to take the team. They should also distribute their team rules and explain to the players what is expected of them. The Director of Coaching will offer advice and guidance to coaches.

Coordinator's Notebook

The Coordinator should prepare a waterproof three-ring binder notebook containing the following:

- Copies of birth certificates
- Proof of legal residence for foreign players
- Travel permits
- Medical release forms
- Team rosters
- Parent/player names, addresses, and phone numbers
- Phone numbers of Club officers (at the beginning of the Handbook)

The notebook should be in the coordinator's possession **at all matches**. (Since you may get caught in the rain at a match, keep the notebook in a plastic bag.)

Lexington FC Parents Code of Conduct

- **I will remember that Youth Soccer is for youth - not adults.**
- **I will do my very best to make soccer fun for my child.**
- **I will place the emotional and physical well being of my child ahead of my personal desire to win.**
- **I will teach my child that doing one's best is as important as winning. In this way my child will never feel defeated by the outcome of a game.**
- **I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other related event. I will refrain from making negative remarks to referees, my own team's players, opposing players, or opposing fans.**
- **I will ask my child to treat other players, coaches, fans and officials with respect.**
- **I will insist that my child play in a safe and healthy environment.**
- **I will expect that my child's coach be familiar with and upholds the Coaches' Code of Conduct.**
- **I will respect and support coaches and officials working with my child, in order to provide an enjoyable experience for all. I will maintain a positive attitude and provide assistance to the team whenever needed.**

LYSA Position on Nutrition, Supplements and Performance-enhancing Substances

1. **Nutrition choices** are exclusively family decisions in which LYSA (coaches, trainers, administrators & staff) will not assume any involvement, **except to educate on appropriate hydration and appropriate safe eating practices prior to games or practices.**
2. LYSA (coaches, trainers, administrators & staff) will not directly or indirectly require, suggest, promote or advocate **nutritional supplements** of any sort, and will counsel that safety issues could result when **supplements** are used in combination with extreme, unusual or stressing physical activity. As a consequence of this position, LYSA also prohibits it's coaches, trainers, administrators & staff from engaging in any opportunistic introduction of **supplements** through non-LYSA agents, literature or information.
3. The use of **performance-enhancing substance(s)** will not be tolerated by players within the Lexington Youth Soccer Association. Similarly, arranging the availability of **performance-enhancing substances** by dispensing or by direction(s) will not be tolerated by LYSA players, coaches, trainers, administrators or staff . LYSA players are to be developed in a drug-free environment.

DEVIATION(S) FROM THIS POLICY WILL BE GROUNDS FOR DISMISSAL, INELIGIBILITY OR BANNED PARTICIPATION AS DECIDED BY THE BOARD OF DIRECTORS OF THE LEXINGTON YOUTH SOCCER ASSOCIATION.