

PARENT & COORDINATOR'S HANDBOOK TABLE OF CONTENTS

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CLUB CONTACT INFORMATION

<u>POSITION</u>	<u>OFFICER</u>	<u>EMAIL</u>	<u>PHONE</u>
Director, Lexington FC	Riley Kim	rileykirn5@gmail.com	(859)509-4824
Director, Lexington FC	Marty Tucker	martinbtucker@gmail.com	(859)327-0226
Coaching Director	Parviz Zartoshty	zartoshty.parviz@gmail.com	(859)317-1861
Coordinator Director	Riley Kim	rileykirn5@gmail.com	(859)509-4824
LYSA Director of Fields		fieldsdirector@lysa.org	
Field Assignor	Catherine Carrico	lfcfieldassignor@gmail.com	(859)806-8471
Referee Assignor	Tony Samons	tonysamons@twc.com	(859)396-4888
LFC Administrator	Mariah Yantz	lexingtonfc@lysa.org	(859)219-1493

Seasonal Year

The United States Youth Soccer Association (USYSA) seasonal year is September 1 through August 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.

Generally, our fall season begins mid-August with teams usually completing their schedule by mid-November.

Winter training for all teams is now part of your registration costs.

The spring season can begin as early as November for many of our teams, and will begin by March for all teams. Except for those teams that win State Cup or President's Cup, the season ends by the first week of June. Tryouts for the next season are held in early June.

The actual length and starting dates for each individual team will be set by the coaches depending on what league the team plays in and what tournaments you attend.

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.

Fees

The yearly registration fees for the Lexington FC teams have been combined with the new uniform costs for the 2018-2019 year. They are as follows: U8 Dev Academy - \$680, U9 Academy - \$1030, U10 through U12 - \$1130; U13 through U14 - 1230; U15 through U18 - \$880.

Player Obligation

Once a player completes the tryout process and registers with LFC, the player becomes bound to Lexington FC for the entire year. The player may not transfer to another club/team unless approved by Lexington FC as specified in the 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 must obtain permission by Lexington FC. If Lexington FC approves the transfer, the Director will sign the Player Transfer Form. Prior to approving any transfer, the player will be required to pay all outstanding sums owed to the team. 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, and obtain, 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.

Lexington FC Refund 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 FC, and at the sole discretion of the Director of Lexington FC, 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 FC.
6. Appeals with regards to the Director's denial of a partial refund must be made to the Executive Committee of the Lexington FC within seven days of the decision.

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 and President's Cup competitions.

An unlimited number of unregistered players may be added to a team roster (to a maximum roster of 22 for U13 and above) 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.

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. 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.

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.

Each player must wear the Lexington FC club uniform. Lexington FC's official uniform policy states:

"Any team that wears uniforms or other apparel with the Lexington FC name and/or logo that has not been approved by the Lexington FC Executive Committee is subject to a sanction set by the Committee."

This policy applies to practice and warm-up apparel as well. Any clothing with the Lexington FC logo must be approved by the Executive Committee. You must submit all requests for use of the Lexington FC logo to the Committee **prior** to the team wearing it.

For 2018-2019 year, our uniform colors are white and blue. The Executive Committee will advise if there will be a third color kit available to State Cup winning teams. Players (parents) are instructed, upon team selection, to go to the approved vendor for uniform sizing if this should be necessary. Starting next season, the uniform kit will be comprised of two shirts, two pairs of shorts, a practice shirt and two pairs of socks.

Uniform numbering is handled by the team's Coordinator. A number is required on the back of the jersey. 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 Village is able to remove numbers from shirts for a small fee.

In years where Lexington FC has ordered new uniforms for all players, the coordinators is responsible to provide a list of players' names and their uniform numbers to the approved vendor at the beginning of each season.

Additional uniform pieces may be purchased from the approved vendor 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.

Team Rosters and Player Cards

Following the registration of your team with the appropriate forms and fees, the registrar will prepare a team roster. 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 applications to the respective leagues your team will apply for.

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. Photos of each player can also be uploaded directly onto the players' cards. The coordinator will need to obtain a photograph of any player who does not provide a picture and should put it on the card.

Completed cards should then be laminated individually. You should consider punching a hole in the corner of each card and then placing the cards on a ring. You will need to have player cards at every game the team plays, including all tournaments. Your failure to have the cards at any game may result in a forfeit.

The player cards are presented to the referee at the start of each game in which your team participates to verify each player is a member of the team. 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. Pictures must be attached to these cards 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. If the team does not have a coach or coordinator that can be on the sidelines, the team may have to forfeit the game.

Team Finances

Each team must appoint a team treasurer. The team treasurer cannot also serve as the team coordinator. The team treasurer should write all team checks. The coordinator should be listed as a signatory on the account in case of emergencies.

A checking account should be opened for the team at any Traditional Bank. Those checkbooks and accounts should be retained by the team year-to-year. Checks do not, however, require two signatures.

A budget for the season must 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. The budget must be provided to each parent on the team for review and approval.

Team treasurers must keep accurate financial records of the team's expenses and revenues during each season. A final financial report must be submitted to Lexington FC and all members of the team at the end of each fall and spring season.

Game Schedule

LFC teams have the option to play a number of different leagues, including but not limited to Kentucky Select Soccer League ("KSSL"), The Premier League ("TPL"), Buckeye Premier Youth Soccer League ("BPYSL"), The Kentucky Premier League ("KPL") and Midwest Regional League ("MRL"). You should discuss with your coach and parents which league your team will play in. Please check to each website, listed at the end of the handbook, for the entry requirements and application deadlines for each league. Each league has a different application process, so it is critical to make sure you check each often.

If you have any questions about which league your team should play in, please discuss with your coach or the Coaching Director.

The KSSL is the only league that performs the scheduling for its teams. The KSSL is a non-profit corporation formed to enhance competitive soccer in Kentucky. It 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). 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 \$85.00 per season.

Coordinators or their designees 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 e-mail 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 to check the schedule for errors/corrections

Tournaments

The U10 and older Lexington FC teams normally play 3-4 out-of-town tournaments throughout the year. 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 suggestions or even require teams to attend certain tournaments. The coaches and coordinators may choose other tournaments. While the Coach should specify his/her preference for tournaments, the team has the right to vote on which tournaments to attend.

All teams are required to play in any tournament hosted by Lexington FC. Lexington FC teams may be required to pay an entrance fee to the tournament.

General information: Early application often helps with acceptance. Make hotel reservations as soon as you know you want to go to a tournament. Please note that some tournaments have required travel services you must use to select your hotel. Other tournaments 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 set forth herein, 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 is available on-line at www.Kysoccer.net, confirms the team has been granted permission to leave Kentucky for the purpose of playing games. Traveling without this permit can negate the insurance coverage provided by KYSA, and may result in additional sanctions. Travel Permits are not required for League games played in TPL, BPYSL or MRL. Further, the travel permit is not required if your team wins our State or President's Cup and advances to Regionals.

If you intend to invite teams from other states to play in a non-league game, you must obtain a Permit to Host. This is required for round robins, or scrimmages that your team is organizing. 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 forms may be obtained at www.Kysoccer.net. 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. Debbie Vogel can help with this. The cost is currently \$18.20 per player and the Director of Coordinators can sign and stamp the necessary paperwork.
- You will also need to obtain the birth certificate and medical release from the player's primary team.

KYSA State Cup, President Cup and the Soccer Village Cup

KYSA sponsors three state tournaments for teams playing in Select Soccer in the spring of each year. State Cup, is open to any U13 or older team

playing in a KYSA Sanctioned league, and is usually held over the Memorial Day weekend at with semis and finals held the first weekend in June. State Cup

President's Cup, also held in May, is designated for U13 and older teams that are not at the levels of the top teams in the state. There are rules governing which teams are eligible. Please review the eligibility rules on the KYSA website.

Winners of State Cup and Presidents Cup are required to attend a Regional tournament whose location changes every year.

There is also a tournament for U11 and 12 teams called the Soccer Village Cup. The Soccer Village Cup is also held in May. While the winners do not advance to Regionals, they are still considered to be State champions. This tournament is also held in late May.

Every team intending to participate in the three state tournaments must belong to a league sanctioned by KYSA and must play a minimum of 4 games in that league. The Kentucky Select Soccer League (KSSL) is sanctioned. Please be sure to obtain the correct registration deadline for the tournaments. Your application must be filed on time if your team wishes to participate in these tournaments.

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; it must be signed by a KYSA official.

Coaches' Guidelines for Travel Reimbursements:

1. Vehicle Expenses:

A. All Games outside Fayette County and the contiguous counties including tournaments/showcases:

Mileage is only paid to one coach when traveling. The exception is the Academy is allowed to pay two coaches. Coaches and assistant coaches can travel separately, however only one coach will be paid mileage for league game reimbursements. **Please note, the new rate is the actual cost of the gas used plus fifteen cents a mile.** Coordinators and team treasurers should use the chart provided below to determine the travel distance and average mpg used to

calculate the amount owed per trip. The reimbursement limit per season no longer exists.

LFC 2018-19 Mileage Reimbursement Chart					
MILES		MILES		MILES	
50	\$14	310	\$85	570	\$157
60	\$17	320	\$88	580	\$160
70	\$19	330	\$91	590	\$162
80	\$22	340	\$94	600	\$165
90	\$25	350	\$96	610	\$168
100	\$28	360	\$99	620	\$171
110	\$30	370	\$102	630	\$173
120	\$33	380	\$105	640	\$176
130	\$36	390	\$107	650	\$179
140	\$39	400	\$110	660	\$182
150	\$41	410	\$113	670	\$184
160	\$44	420	\$116	680	\$187
170	\$47	430	\$118	690	\$190
180	\$50	440	\$121	700	\$193
190	\$52	450	\$124	710	\$195
200	\$55	460	\$127	720	\$198
210	\$58	470	\$129	730	\$201
220	\$61	480	\$132	740	\$204
230	\$63	490	\$135	750	\$206
240	\$66	500	\$138	760	\$209
250	\$69	510	\$140	770	\$212
260	\$72	520	\$143	780	\$215
270	\$74	530	\$146	790	\$217
280	\$77	540	\$149	800	\$220
290	\$80	550	\$151	810	\$223
300	\$83	560	\$154	820	\$226

NOTE: Lexington FC 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. If the team provides a rental car to the coach, the team is also responsible for gas purchased for the travel to and from the tournament. The Coach is responsible to provide his own liability

insurance for the rental of the vehicle, and any additional insurance coverage the coach elects to purchase from the rental company.

2. FOOD EXPENSES

All coaches who are traveling outside Fayette County, or the contiguous counties, 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 and the contiguous for coaching duties:

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

Note: If your team has paid for the coach's hotel room and the hotel provides breakfast, the Coach is expected to eat the provided breakfast and no payment for breakfast should be made.

3. HOTEL EXPENSES

Unless other arrangements have been made, hotel accommodations should be arranged and paid for by a team representative. The coach should not be asked to pay for his/her room upfront and then be reimbursed.

The general rule is the team is not responsible for the cost of an assistant's coach's hotel room. If the head coach and assistant coach are of the same sex, they are to share the same room. If the coaches are of separate sex, the team is not responsible to pay for the assistant's hotel room.

The exception to the assistant coach rule is if the head coach has two teams in a tournament, and there is a potential for the assistant coach to have to coach a game, the team is not expected to pay for the hotel for the assistant coach. In the instance where the head coach has two teams, the team the assistant coach will serve as the head coach at a game will pay for the assistant's room and the other team shall pay for the head coach's room. **In no instance** will one team be required to pay for two hotel rooms for a coach and assistant coach.

The team may agree to pay for a hotel room for an assistant coach if it so desires. The coordinator should discuss this with the coach before the start of

the season to determine if the coach wants the assistant to come to tournaments. The Coordinator should then discuss with the team whether they want to pay that expense. Again, the team is not required to pay for the second room and the head coach cannot require the team to do so.

Referees

USSF certified referees are used for Lexington FC matches. The Lexington FC referee assignor will schedule referees for all matches. Quality referees are critical to competitive soccer. Abusive language directed toward a referee will not be tolerated. Parents and players are subject to discipline from the league and Lexington FC for abusive or improper behavior. The coordinator should see to it that the behavior of players, parents and coaches demonstrates good sportsmanship.

Referee Fee Information

For teams playing in KSSL, referees will be paid by the LYSA Registrar. At the end of each KSSL season, your team will be billed for the amount paid on your behalf. Teams playing in the TPL, BPYSA, KPL, MRL, or National League will pay the referees on the field in accordance with the rules of the respective leagues.

There must be three referees on each match in which your team participates at U10 and above. In the event that only one or two officials arrive by the start of your home game, it is mandatory that your team have someone volunteer to take the place of the missing linesmen.

The costs of the referees differ for each league. Please consult with the rules for the league your team will be playing in. In addition, the referee fees may change on an annual basis. It is therefore incumbent on the coordinator or team accountant to be familiar with the current fee structure.

The Referee Fees for most games for the year 2018-19 for Grade 8 Referee are as follows:

U 9	\$25.00	Referee Only
U 10	\$70	Assistant Referee (2) and Center
U11-12	\$75.00	Assistant Referee (2) and Center
U13-14	\$90	Assistant Referee (2) and Center
U15-16	\$105	Assistant Referee (2) and Center
U17-19	\$110	Assistant Referee (2) and Center

Red Cards

Any player, parent, or coach ejected from a game is automatically suspended for at least the next regularly scheduled game. Any player or coach who receives two red cards during the seasonal year may be suspended for the remainder of the year.

Coordinators are required to submit a written report to the Executive Committee in the event of any red card or game termination received by the team. This should be done within 48 hours of the offense.

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 primary Lexington FC fields are located in Masterson Station Park. Lexington FC also plays games 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 utilize the fields for tournaments and small-sided teams play many of their games there.

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.

Field and Referee Assignments

As discussed above, the KSSL is the only league that sets a schedule for its member teams. The coordinator will be responsible for scheduling games and venues in all other leagues. Upon receiving the KSSL schedule or before confirming any home game in the other leagues, you must have the games confirmed by the Lexington FC Field Assignor. The field assignor provides you with the location and number of the field on which you will be playing. The field assignor also must approve the time of the game in order to have a schedule which works for the referees. The field assignor is also the person who gives your schedule to the referee assignor for referee assignment. It is important to

note that it is preferred that you not contact the referee assignor directly unless you are specifically instructed to do so.

Other matches, such as those you may wish to schedule with Lexington FC teams in age groups other than your own, are usually handled by the Coordinator in conjunction with the coach. However, all games must be approved by the field assignor as set forth above.

The schedule of Lexington FC 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 the Coordinator's responsibility to confirm the accuracy of the posted schedule, and bring any errors to the field assignor's attention. 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.

Practice Fields

We now use multiple fields, including but not limited to fields at Berea Rd., the Lexington School and Sayre as practice sites for our teams. 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 will be assigned to one field. Teams will be assessed a fee for using the fields provided by Lexington FC. The fee will depend on which field location is used.

The team has the right to secure its own practice field. Lexington FC can provide proof of insurance to the owner of the field. The team shall bear the entire cost of rental for a field other than those leased by Lexington FC.

Coaches

The Coaching Director, Parviz Zartoshty, is responsible for selecting coaches for all Lexington FC teams. The Coaching Director is also the only individual who can assign an assistant coach to a team.

The Coordinator should not attempt to serve as intermediary between members of the team and the coach to resolve any disputes. Rather, the coordinator should advise any parent or player that has a complaint or problem to talk directly to the coach or contact the Coaching Director.

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.

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.

Concussion Policy

Lexington FC has adopted the following concussion policy. The Club recognizes the severe threat a concussion has to a player's health. The Policy was designed to err on the side of caution and to remove any judgment call being made from coaches or parents.

Rule One: Coaches, referees, or officials must remove from play an athlete exhibiting the signs and symptoms of a concussion during practice or a game.

Rule Two: The athlete cannot return to play on the same day that he or she is removed after exhibiting symptoms of a concussion regardless of whether there is a second game later that day.

Rule Three: The athlete is not permitted to return to game or practice until he or she has been assessed by a physician or licensed health care provider and received **written** clearance. Players must be able to produce evidence of compliance with this obligation, which may require the team manager to retain the written clearance form and/or otherwise demonstrate that the Coach verified that the athlete was cleared to return to play.

Rule Four: Any player that violates this rule and either fails to report a concussion or returns to practice or play before he/she is cleared by a physician or licensed health care provider may result in suspension by the Executive Committee. Any coach that violates this rule by allowing a player to return to practice or play before he/she is cleared by a physician or licensed health care provider may be suspended by the Director of Coaching.

Severe Weather Policy

The Executive Committee of Lexington FC has approved the following guidelines for all games and practices. These guidelines **MUST** be followed. There is a zero tolerance policy with regards to any violations of this policy.

It is the responsibility of all referees involved in the officiating of Lexington FC home games, and all Lexington FC coaches conducting practices and/or scrimmage games to immediately terminate activities when lightning is seen or thunder is heard.

When activities are terminated by the referee or coach:

(1) Players will be directed to immediately leave the field and proceed in an orderly fashion to their vehicle or other designated safe location. Players should not stop to gather belongings.

(2) It is the responsibility of the coach to ensure that all members of the team are accounted for and moved to a safe place.

(3) All Lexington FC parents and guests shall also immediately leave the field and proceed to their vehicles.

(4) If it is anticipated that the severe weather will pass, the referee or coach may give direction to resume activities no sooner than thirty (30) minutes after the last sighting of lightning or the last sound of thunder.

(5) Referees violating this policy shall not be assigned to Lexington FC games.

(6) Coaches violating this policy shall be suspended.

It is recommended that the Coordinator review the rules of the league your team is playing in to be aware of the impact of weather delay. For instance, many leagues do not count a game as official until after the first half has ended, and games terminated in the first half must be replayed.

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 bench
- First aid kit
- Travel arrangements/motel reservations (it is wise to obtain credit card numbers from your parents at the first team meeting)
- Social activities, e.g., team picnic
- Canopy for rainy or extremely hot-sunny weather
- Coordinating the Soccer Saves activities

Soccer Scores: LFC Gives Back

The Lexington FC Executive Committee has approved a new initiative by requiring each team to participate in a service based project. This program is called “ Soccer Scores.” Soccer Scores will allow our children, in age appropriate ways, to see the needs of our friends and neighbors, as well as allow our teams and club to build stronger and closer bonds doing community service projects together.

Here are the details:

- Each team will be **required** to complete one 2 hour project per year (not season).
- Teams may work as an age group or individually, depending on the size of the project.
- Projects should require time and service. They may not include money or fundraising.
- Teams should wear their LFC uniform while doing their service.

A project application must be submitted for each team, at least one week prior to the project. Copies of the application can be downloaded from the lexingtonfc.org website.

Each project will be reviewed by the Community Relations Committee to ensure that it is age appropriate and safe. This will also allow the club to be aware of all local organizations being served.

A list of suggested organizations and projects is also available to get help you get started. The Community Relations Committee is also happy to help match a team with a project. We look forward to seeing the list grow as new ideas are added!

Insurance

Following registration, each player is enrolled in the insurance program provided through KYSA. This is secondary insurance. 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. LFC does not process claims. This must be done by the parent of the injured child through KYSA.

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. Texting and tweeting also work well.

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

Lexington FC teams may secure financial assistance from others to help defray the costs not covered by the registration fee. Any sponsorships or fundraising options must be approved by the Executive Committee. Approval shall be granted for one season only. If a team wants to continue a fund raiser for the next season, they must re-apply for approval from the Executive Committee.

Team sponsors may not be identified or placed on the Lexington FC uniforms.

Fundraising projects that teams frequently use include: Kroger cards, car washes, garage sales, concessions, raffles, and candy sales.

Lexington FC also reserves the right to conduct fundraisers during the year and require participation by all club players.

Commitment and Team Operation

As set forth in Lexington FC's Rules and Bylaws, player commitment is important to the success of our teams.

Lexington FC has enacted the following Rules regarding player commitment:

7.1 Players must be prepared to make a major commitment to soccer. They must be committed to attending all practices and games unless there are good reasons for the absence. Given the club focus on teaching, practices are viewed as equally important as games. Players who miss practices may lose playing time. At the discretion of coaches and by prior arrangement, players may participate in other sports or competitive activities subject to the following guidelines:

a. A soccer game shall take precedence over a game or event in another sport or competitive activity.

b. A soccer practice shall take precedence over a practice for another sport or competitive activity.

Lexington FC understands that especially for U-14 and younger age groups that children may want to play other sports and have other activities outside of soccer. Lexington F.C. strives to be more flexible for this young age group concerning this policy. Concerns with a coach's adherence to this policy should be directed to the Director of Coaching.

7.2 Scheduled school and faith-related events are an exception to paragraph 7.1 (a) and (b) above. For school and faith-related events, the player will furnish the coach and team coordinator a schedule (when possible) and must notify the coach of the intent to miss team practices/games *in advance of each occasion*.

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
- This Handbook

Important Websites

1. KYSA: www.kysoccer.net
2. LFC: www.lexingtonfc.org
3. LYSA: www.lysa.org
4. KSSL: www.kssl.org
5. BYPSL: www.buckeyepremier.com
6. MRL: www.midwestregionalleague.com

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 its 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.

Team Information

Each Coordinator shall submit the following information by email to the Director of Coordinators.

1. Team Info
 - a. Team Name and age group. For example: 98 Girls Red – U17
 - b. Coach:
2. Coordinator:
 - a. Name
 - b. Cell phone
 - c. Email
3. Treasurer
 - a. Name
 - b. Cell Phone
 - c. Email
4. League you are playing in
5. Practice
 - a. Name and address of practice field
 - b. Nights you are practicing