



Policies and Procedures Document

KSA POLICY AND PROCEDURES

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- 1) Board of Directors**
- 2) KSA Full-Time Staff**
- 3) Player Commitments and Conduct**
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- 6) KSA Fees**
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1.0 Summary

1.1 History

The Kings Soccer Academy (KSA) was founded in June 2008, through the merger of NK United Soccer Club and Cardinal Soccer Club . The KSA provides a complete soccer experience for players of any level and desire. To truly complete the playing level pyramid KSA has partnered with numerous local recreational programs and launched their PDL and Super Y-League program in the Summer of 2008 to focus on the most elite youth players in the U.S. and Canada.

1.2 Mission Statement

To help youth soccer players reach their personal goals as complete student/athletes and team players in a challenging and positive environment. Through a structured and comprehensive plan of player development and the highest quality of training, we will provide them the opportunity to realize their greatest potential.

1.3 Vision and Objectives

KSA is the organization for the future of youth soccer development in the U.S. With a united approach to player development and an emphasis that ALL soccer players, parents, and coaches are all part of one big soccer family the below mentioned objectives will be reached.

1.3.1 Players – KSA will place primary emphasis upon player development.

- By providing a strong, professional staff of coaches and trainers.
- By training tactically and technically for increasingly higher levels of soccer competition.
- By considering the physical, mental and character development of the player.

1.3.2 Coaches – KSA will provide strong support for the coaches.

- By promoting and funding continuing education and other avenues for coaching development.
- By providing competitive pay scales based upon coaching experience, licensing and performance.
- By providing a full-time professional, supportive environment.

1.3.3 Parents – KSA will provide professional full-time staff and resources to all it parents.

- By facilitate “Soccer 101” courses to educate parents new to the game.
- By maintain a competitive fee structure, while providing the very best.
- By offering unlimited access to our staff at any level.

2.0 Organization

2.1 Board of Directors – KSA is administered by a volunteer Board of Directors (Attachment 1) who shall,

- Interpret and enforce the Articles of Incorporation and the Bylaws of the Club.
- Establish policy and procedure that are deemed necessary to carry out the objectives of KSA.
- Establish, enforce and interpret regulations prescribing rules of play, player eligibility, and the conduct of players, teams, clubs, spectators and officials for events either conducted or sanctioned by KSA.
- Ratify appointments of officers, committee chairpersons and agents of KSA.
- Provide for the hiring and approval for all KSA staff and/or services needed for the complete operations of the Club.
- Control fiduciary responsibility for the KSA budget.
- Oversee and solicit volunteers for club sponsored events.
- Oversee and solicit fund raising and sponsorship programs.

2.2 Staff – A full-time professional staff will administer all of the day to day operations of KSA. A complete list of KSA staff is provided in Attachment 2.

2.2.1 General Manager – Responsible for the general development and administrative oversight of the club. It is the responsibility of the GM to ensure that the needs of the program are met and the GM works closely with the Board of Directors, the KSA Coaching Directors, the KSA Associate Coaching Directors, and the administrative staff to accomplish this objective.

The General Manager shall:

- Prepare and submit a budget for approval by KSA Board of Directors. Implement and control all aspects of the budget.
- Supervise office staff and administer daily club operations.
- Work with the Tournament committee to grow and develop KSA tournaments and identify, secure and maintain tournament sponsorships.
- Work with Director of Coaching to organize and supervise all KSA tryouts, team development and related activities. Ensure that tryouts are conducted in a fair and impartial manner.
- Cultivate revenue streams such as sponsorships and fundraising activities.
- Inventory equipment and supplies. Monitor equipment condition and purchase of new equipment.
- Oversee usage of facilities and fields: Work with Director of Coaching to establish training schedules, assign fields and identify process to close fields due to inclement weather or conditions.
- Identify, train and oversee Team Managers (TM), with the assistance of the Office Manager. Ensure all policies and procedures are current and in written format for TM use.
- Ensure that club policy established by the KSA Board of Directors is properly reflected in all procedures and communications. Advise Board of Directors when changes to policies and procedures are needed.
- Create and maintain KSA staff and administrative procedures.
- Coordinate uniform purchasing and distribution for the club.
- Market the KSA accomplishments and promote the club to the community, building recognition in the community, state and region.
- Shall attend all Youth Club Board meetings and shall provide reports as appropriate for any Youth Club function, activity or program.
- Shall be available to attend and represent the Youth Club in any league or association of which the Youth Club is a member.

2.2.2 Director of Coaching – Responsible for the implementation and oversight of all technical aspects of the club. The Director of Coaching will achieve the goals of the club in a framework consistent with player development, fair play and team atmosphere and ensure that proper safety measures are observed for all players.

The Director of Coaching shall:

- Select, train, hire, discipline and dismiss all coaches within the dictates set forth by KSA and in adherence to the Laws of the Game, or modified, by FIFA, USYSA, KYSA and OSYSA.
- Assign and schedule team training and clinics for the players enrolled within KSA.
- Oversee tryouts, identification and assignment to specific teams and competition levels for all teams.

- Approve all player transfers and player additions within the club.
- Shall be responsible for team participation in tournaments and state cup and player participation in advanced skills programs such as Premier, Super Y and ODP.
- Attend (or assign Associate Coaching Directors to attend) matches and training as necessary to monitor team development and ensure compliance with club policies and procedures.
- Assist in recruiting and evaluating coaches and players as needed.
- Serve as intermediary for communications between technical personnel (associate coaches, coaches, trainers) and the General Manager, or the Board of Directors.
- Maintain a good working relationship with other soccer clubs and associations throughout the area.
- Attend all competition meetings held by any league or association of which the Youth Club is a member.
- Enact reasonable disciplinary measures against coaches and technical personnel, as directed by the Board of Directors and General Manager, for conduct deemed inappropriate during training, matches, tournaments and clinics or disciplinary measures issued by KSA or any soccer organization within the club is a member.
- Assist, as requested, in the contribution of text for coaching manuals, recruitment brochures, nutritional guidelines, player curriculum and the policies and procedures manual.
- Attend public relation functions as requested by the Board of Directors, or General Manager.
- Shall attend all Youth Club Board meetings as requested and shall provide reports as appropriate for any Youth Club function, activity or program.
- Establish terms and conditions for Coaches Contracts.

2.2.3 Associate Coaching Director(s) – Shall work under the direction of the Director of Coaching to achieve the goals set forth by the club. Associate Coaching Directors oversee a specific age/skill level within the club.

The Associate Coaching Director(s) shall:

- Advise and assist KSA coaches in improving their match and training coaching techniques.
- Provide written evaluations of KSA coaches to the Director of Coaching.
- Assist in recruiting and developing coaches.
- Assist and conduct programs for recreational players.
- Evaluate players and coaches; identify individuals who might be ready to advance to higher level teams.
- Work to maintain good relations with other soccer clubs and associations throughout the area.
- Serve as liaison between area coaches and Director of Coaching.
- Coordinate team training schedules.
- Substitute for coaches during training or games when conflicts exist.
- Perform other responsibilities as requested to assist the Director of Coaching.

2.2.4 Office Administration – Responsible to ensure efficient administrative operations.

The Office Administration shall:

- Manage the KSA office and serve as the administrative point-of-contact.
- Implement and control the procedures for the registration of players and teams.
- Oversee and assist Team Managers.
- Review and distribute all communications – including electronic communications – with General Manager, Team Managers, coaches, and the Board of Directors.
- Oversee fee collection process
- Ensure that the KSA web-site is current and accurate.
- Assist GM with equipment inventory.
- Public relations contact for incoming calls.
- Collect and track grant proposals.
- Accounting / Bookkeeping
- Scholarship / Financial assistance
- Grant Data
- Office supplies

2.3 Committees – The KSA Committees are established by the Board of Directors to serve in an advisory capacity.

2.3.1 Finance Committee

- Consult and oversee each committee's budget
- Approve payable ledger for each committee's expenditures prior to disbursement.
- Prepare monthly treasurer's report.
- Prepare and submit yearly budget to Board for approval

2.3.2 Tryout Committee

- Organize and set up player tryouts
- Establish and oversee tryout policies and procedures
- Communication link to players and/or parent during tryout process
- Point of contact for parents before, during and after tryout process
- Setup facility both on and off the field for tryouts

2.3.3 Tournament Committee

- Prepare budget for each tournament and provide monthly proforma to Board of Directors.
- Obtain approvals from OSYSA, KYSA and other authorities as required.
- Establish timelines and provide monthly updates to the Board of Directors.
- Promote and advertise the tournaments.
- Secure sponsors
- Ensure tournament information and results are current and available on the KSA web-site.
- Submit required final reports to KYSA, OSYSA and other organizations.
- Secure required personnel and resources to operate all tournament functions.
- Secure hotel contacts.
- Secure EMS services.
- Secure tournament headquarters
- Oversee tournament budget

2.3.4 **Recreational Committee**

- Cultivate and maintain relationships within the local Recreational Organizations.
- Oversee Recreational Soccer events hosted by KSA
- Point of contact to Board of Directors, GM, DOC

2.3.5 **Fund Raising Committee**

- Develop Strategic Plan for fundraising & club sponsorship plan
- Oversee one club fund raising event each season
- Promote personal and corporate donations to the club
- Assist with tournament, sponsorship programs, obtain grant opportunities

2.3.6 **Policy and Procedure Committee**

- Prepare and periodically update club Policy and Procedures.
- Prepare and periodically update Coaches and Players commitments.
- Prepare and periodically update Ethics/Conduct requirements.
- Establish a grievance and appeal process.

2.4 Office – Refer to Attachment 2 for address, directions, hours of operation, staff listing, contact information and other KSA office details.

2.5 Web Site – Refer to Attachment 2 for details associated with the KSA web-site.

2.6 Logo and Name – The KSA logo and the name “Kings Soccer Academy” are the express properties of River City Operating LLC. The use of the logo or names without the expressed written permission of both River City Operating LLC and the KSA Board of Directors is strictly prohibited.

2.7 Leagues and Associations

2.7.1 Ohio Youth Soccer Association

2.7.2 Kentucky Youth Soccer Association

2.7.3 United Soccer League

a. Premier Development League

b. W-League

c. Super Y-League was formed by United Soccer League (USL) to address the need for a national youth league to further develop the upper 1% of youth soccer players throughout the United States and Canada.

2.7.4 Cincinnati United Soccer League

2.7.5 Buckeye Premier League

2.7.6 Midwest Regional League

2.8 Internal Revenue Service 501 (c) 3 Status – KSA is a non-profit organization and is classified by the Internal Revenue Service (IRS) code as 501(c) 3. One aspect of this classification is that donations made to KSA may qualify as being tax deductible.

3.0 Academy Program

3.1 Players – Refer to Attachment 3 for a description of expectations relative to player commitments and conduct.

3.2 Coaches - Refer to Attachment 4 for a description of expectations relative to coach commitments and conduct.

3.2.1 Coaches Training and Education

3.3 Assistant Coaches

3.3.1 Assistant Coaching Commitments

3.3.2 Assistant Coaches Conduct

3.4 Trainers

3.4.1 Trainer Commitments

3.4.2 Trainer Conduct

3.5 Team Managers

3.5.1 Responsibilities

3.5.2 Support

3.5.3 Commitment

3.5.4 Team Manager Manual

3.6 Parent

3.7 Player Selection and Placement

3.7.1 Team Classifications

- a. PDL / W-League – represent the top amateur players throughout the country and the world. These teams will be comprised of collegiate players as well as U19 players that aspire to reach the highest-levels of the game.
- b. Super Y-League – represent the most elite youth players in the U.S. and Canada. Provides the opportunity for players to compete in top-level soccer throughout the year, while allow players to stay with their current club. Super Y-League is comprised of teams starting at U13 through U17 age group. Players will be selected for these teams through our coaching staff and on a year round basis.
*Please refer to Q&A on the USL Super Y-League for more information
- c. Elite Teams – represent the most competitive regional based teams within the KSA structure. These teams will be comprised of players from an extensive geographic area with the intent of fielding the strongest possible team. Through an Elite team tryout top players are selected in each age group. Accordingly, there is only one Elite team per age group coached by a paid KSA coach.
- d. Premier Teams – represent the most competitive state based teams within the KSA structure. These teams will be comprised of players from the Greater Cincinnati Area working with a paid trainer under the guidance of KSA full-time coaching staff. Through the open tryout forum players will be selected with the understanding of wanting to compete for an Elite team roster spot.
- e. Select Teams – represent teams that are registered through KSA under the guidance of their own coach/trainer but still benefit from the KSA resources.

3.7.2 Player Tryouts - * Please refer to Tryout Policy and Procedures for more details

- Any player wanting to play for an Elite, Premier, or Select team must register for tryouts.
- The KSA Elite Team tryouts will take place one (1) week prior to the open tryouts, which are typically held the 1st week in June each year. This tryout is only for top level players that are willing to make the commitment this program demands.

- The Open tryouts will take place typically around the 1st week in June each year, after the Elite team tryouts to select players for the following playing year (U8-U14 Fall/Spring – U15-U19 Spring).
- The KSA tryout process shall be open to all players and shall give equal consideration to each player without regard to race, religion, ethnic or social background, or economic status.
- The KSA tryout process shall be established in a manner that ensures an objective and sufficiently thorough evaluation of each player.
- Prospective players wishing to tryout after the team roster has been established may be considered if there are open position(s) on the roster and after being evaluated by, at a minimum, the team coach and the KSA DOC.
- To simplify the tryout process, and at the discretion of the DOC and respective coach, selected players may be offered roster spots prior to the conclusion of tryouts.
- Supplemental tryouts shall take place around the 2nd week in November. This tryout is for any teams needing additional players and will be conducted under the same guidelines as our June tryouts.

3.7.3 Age Grouping – Players born between August 1 of a given year and July 31 of the following will constitute a single Age Division. For example, players that turn eleven between August 1 and July 31 would qualify for an Under-Eleven or U11 team.

3.7.4 Team Size – Teams will only be formed if there are a sufficient number of players or like abilities to ensure team depth and chemistry.

All U15 and older shall have a minimum of 15 players on their roster.

3.7.5 Playing up an Age Division – Individuals playing in a higher age division (“Playing up”) shall be generally avoided but may be approved if it is clearly in the best interest of the player involved and if the following conditions are met:

- Upon recommendation of the Director of Coaching and coach of the older age group team, and with the approval of the player, player’s parents or guardian.
- The player in question will be classified as a) one of the “starters” on the older age group team and b) will likely be able to maintain this level of play throughout the final season without an adverse effect on the player’s development and growth.
- The team in the younger age group is formed and there are an adequate number of players to field a competitive team.
- The approval is consistent with KSA and other league policies.

3.7.6 Player Transfers –

- a. Players wishing to transfer from an KSA team to a different KSA team within their age group must notify their current coach and the Director of Coaching. Approval of the transfer is contingent upon the following criteria;
 - The transfer is approved by the Director of Coaching, the head coaches for both teams, and the player’s parents.
 - The transfer will not be unduly disruptive for either team.
 - The transfer is realistically viewed as a “permanent” transfer and not simply meeting a short term need.

- b. Players wishing to transfer from a KSA team to a team affiliated with a different club shall notify the Director of Coaching in writing (email is acceptable) stating the reason for the transfer.

Unless the player is moving out of the KSA area, such transfer requests should come after completion of seasonal play. In addition, although approval may be granted between Fall and Spring seasons, the clear expectation is for players to remain with their team for Fall and Spring seasons before making a transfer, consistent with the mutual commitment established between KSA and the player prior to being awarded a position on the team. (see Attachment 3 – Player Commitments and Conduct)

- 3.7.7 Player Recruiting – KSA coaches, players, parents or other members shall not attempt to recruit carded players from another team, either within KSA or with another club. A player may only be approached if they;
 - Played on a team that is currently disbanded.
 - Played for a team that will not play in league season non provisional tournament play.

Violations of this policy shall be reported to the Director of Coaching or the General Manager.

3.8 Academy Fees

- 3.8.1 Fees – All fees are established by the KSA Board of Directors and the GM. KSA fees do not include uniform costs, tournament fees, referee fees, 2nd league registration cost. (Refer to KSA Fees Attachment 6 for more details)

Elite Team Fees cover;

- Paid Coach
- Registration cost for CUSL fees or up to this amount if playing in other league
- Training and game field rental, including maintenance and equipment
- Insurance
- Summer camp and Winter Training Programs
- Full-time staff resources

Premier Team Fees cover;

- Paid Trainer
- Registration cost for CUSL fees or up to this amount if playing in other league
- Training and game field rental
- Insurance
- Summer camp and Winter Training Programs
- Full-time staff resources

Select Team Fees cover;

- Paid Trainer (U8-U10 Paid Coach)
- Registration cost for CUSL fees or up to this amount if playing in other league
- Insurance
- Summer camp and Winter Training Programs
- Full-time staff resources

- 3.8.2 Non – Payment of Fees – All KSA fees for the upcoming seasons must be paid in full by the designed due date. Player cards shall not be issued and play shall not be permitted until fees are paid or an approved payment plan has been established.
- 3.8.3 Payment Plan – Anyone interested in paying their KSA fees in installments should contact the KSA General Manager or appropriate staff person to establish a payment plan. All fees for a given season shall be paid prior to the last regular league game for that season.
- 3.8.4 Scholarships – There are currently NO scholarship opportunities at this time.
- 3.8.5 Refunds – Fees shall not be refunded after the player has been registered with USYSA, OSYSA, KYSA, USL, and/or USCS. Deposits are non-refundable except as noted below; Refund request form provide in Attachment 14.
- An exception may be made in the event that the player incurs and illness or sustains an injury that precludes participation for the remainder of the season. In this case, a refund of all fees paid may be issued on a prorated basis, excluding an administration fee, non-refundable fees to outside organizations such as OSYSA, KYSA, USYSA, USL, USCS, and uniform fees after the uniform has been issued.
 - Other instances where a player is forced to miss a substantial portion of the season for any reason will be determined on an individual basis.
 - Refunds where offered, will generally be issued in the form of a credit to offset future player fees.
- 3.8.5 Guest Player Fees – any guest player(s) who participates with a given team in more than two tournaments during a season, shall be required to pay the full KSA registration fee. The Director of Coaching may grant exceptions.

3.9 Fields

- a. KSA games and trainings are held at field locations as assigned and approved by the Board of Directors, Director of Coaching and the respective city or county localities. Field openings at the start of each season and field closings at the conclusion of each season are also determined by the above mentioned representatives.
- b. Town & Country Sports Complex will be assigned and approved by Board of Directors, Director of Coaching, and General Manager, per agreed contract. It is understood that T&C will be the centralized location for KSA. KSA will utilize fields outside of T&C for training and games as well, and must be approved by above mentioned representatives.
- c. In general, teams will utilize fields according to geographic location thus training and games will be scheduled accordingly.

4.0 Training

4.0.1 Start and End of Season

For KSA teams U8-U14 there will be 2 seasons per year. The fall season which will start the first week of August and run through the first week in November; and the spring season which will start the first week in March and run through the first week in June.

For KSA teams U15-U18 there will be 1 season per year, which will start the second week in November and run through the first week in June.

PDL, W-League and Super Y-leagues run on separate start and end dates and vary from year to year.

4.0.2 Location

Every attempt will be made to schedule training and games as conveniently as possible for each team in general it will be based on where players live.

4.0.3 Training Days and Times

Training days and times are set by the Director of Coaching and/or the head coach of the team. For Elite and Premier teams, there will be a set schedule of sessions conducted by paid staff.

4.0.4 Training Session Details

- Elite Teams – will conduct three (3) training sessions per week, 1-1/2 hours per session with a paid coach. (U9 Elite Teams will train twice a week).
- Premier Teams – will conduct two (2) training sessions per week, 1-1/2 hours per session with a paid trainer.
- Select Teams – will conduct training sessions on their own schedule.

4.0.5 Coaching Absence

Coaches who know in advance that they will not be able to conduct a training session shall notify the Director of Coaching and Team Manager at least 24 hours to training time. The Director of Coaching shall appoint an appropriate substitute to conduct the session.

4.0.6 Player Absence or Tardiness

- Training is mandatory. If a player is unable to attend a training session, they should notify their coach prior to the session.
- Players are expected to arrive on-time for training.
- Players are permitted to participate in school-related sports during KSA seasonal play; however KSA trainings are to take precedence over school-related sessions (U9-U14).
- ODP or Super Y-League training may take precedence over KSA training except when the team is preparing for tournaments, State Cup play or other priority games as determined by their coach.
- Players should discuss with their coach any on-going schedule conflicts arising from special circumstances and reach a mutual agreement on training attendance.
- Ohio High School Association does not allow student-athletes to participate for their High School soccer team and competitive soccer during the same season.

4.0.7 Cancellations

Refer to Attachment 7 Training shall be canceled under conditions of inclement weather, or other conditions necessary to help ensure the safety of the players. Refer to Attachment 7 – “Game and Training Cancellations” for details.

4.0.8 Reschedules

- Reschedule training sessions (or team functions) shall be scheduled for cancellations that are due to unavailability of the coach or a suitable replacement.
- Training cancelled due to weather may be made up at the discretion of the coach and depending on field availability.

4.1 Games

4.1.1 League

KSA will participate in a variety of leagues depending on the level and desire of the team. It is understood that all regular season games are scheduled by league officials against other teams within the league.

4.1.2 Schedule

Games are scheduled according to league rules prior to the start of each season. Schedules are distributed to club representatives, coaches and team managers as soon as they are provided by league officials. Note schedules may be updated throughout the season and revised schedules are also distributed and posted on the web-site.

4.1.3 Locations

Games are generally schedule at locations as provided by the local city or county field assignor. Home games are typically scheduled at the sites where as the majority of the Home teams players live. KSA may adjust the scheduled games at other sites as necessary based on limited field availability.

4.1.4 Cancellations

Games shall be canceled under conditions of inclement weather, or other conditions as necessary to help ensure the safety of the player.

4.1.5 Reschedules

Weather related game cancellations will generally be rescheduled later in the season. In the event a game is cancelled KSA teams are required to follow league guidelines for such an event.

4.2 Uniforms

4.2.1 Styles and Retention Period

Uniform styles shall be determined by KSA and are subject to approval, along with associated pricing, by the KSA Board. Uniform styles shall be retained for a minimum period of two (2) years.

4.2.2 Required Items – include two jerseys (Home and Away), shorts and socks. This is standard for ALL KSA teams. The following items are required for each level of play;

- a. Super Y-League and Elite Teams
 - Training items – two (2) t-shirts, shorts
 - Warm-up
 - Team Bag
 - b. Premier Teams
 - Training items – two (2) t-shirts
- Select Teams
- One (1) Home jersey (Red)
 - One (1) Home short (Red)
 - One (1) Home socks (Red)
 - One (1) Alternate T-shirt # on back

4.2.3 Restrictions – Player shall not wear any apparel at training, games or other team related functions containing phrases or symbols that is vulgar or that may be disparaging to others due to racial, ethnic, or religious content. Concerns or complaints should be directed to the KSA General Manager, who has the authority to restrict apparel that does not reflect a positive, professional image for the club.

4.2.4 Uniform Orders – Uniform orders are purchased directly from the preferred KSA supplier. A current Uniform Order Form may be obtained from the KSA office or on-line www.kingssa.com.

4.3 Tournaments (Registration/Payment are the TEAMS RESPONSIBILITY)

4.3.1 Approved Tournaments – A list of recommended tournaments is provided by the Director of Coaching. Coaches for each team shall work with the Director of Coaching to ensure that their selected tournaments are consistent with their team objectives and capabilities. Coaches wishing to participate in tournaments not on the list must first obtain approval from the DOC. Coaches shall be granted flexibility in selecting tournaments subject to the restrictions of item 4.3.2 “Required Tournaments”.

4.3.2 Required Tournaments

- a. KSA teams are expected to support the KSA hosted tournaments. Exceptions will be granted by the DOC of individual teams if it is deemed unlikely that the tournament(s) will be able to provide adequate competition for the team or for other special circumstances.
- b. Teams may be required to attend tournaments sponsored by other clubs based on expected competition levels and relationships with these clubs.

4.3.3 KSA Tournaments

- KSA host the KINGS CUP, tournament for all levels, to be played first week in September and early October.
- KSA host the KSA Spring Thaw to be played in March.

4.3.4 Tournament Fees – Fees for tournaments are paid by the individual team participating. Please refer to section 3.8 Academy Fees for information on what club fees cover.

4.4 Sponsorship and Fund-Raising

4.4.1 Sponsorship Approval

All sponsorship opportunities must be presented in writing to the General Manager and/or KSA Board of Directors. No KSA teams shall display a sponsors name, logo and/or information on any KSA apparel without approval from General Manager and/or KSA Board of Directors.

4.4.2 General Fund-raising

Fund-raising is an important part of generating revenues for the KSA and serve to reduce player fees, provide need-based scholarships and support other KSA soccer events. Staff, Coaches, Team Managers, and the Board of Directors shall promote the fund-raising efforts and each member family is expected to support this important aspect of club involvement.

4.4.3 Club Fund-raising

KSA will organize one fund-raising program each season that directly involves team/player participation. Information will generally be distributed through the team managers near the start of each season.

4.4.4 Individual Team Fund-raising

KSA teams may desire to raise funds as a team to subsidize expenses associated with tournaments and other soccer related activities. The KSA Board of Directors or a designated committee must approve any fund-raising plan before the plan is implemented. Guidelines for fundraising are provided in Attachment 8 “Team Fundraising Guidelines.”

4.5 Grievances

Any KSA officer, director, agent, team, parent or player associated with KSA, who feels aggrieved by any actions of the officers, coaches, staff or Board of Directors of KSA and desire to have their grievance heard concerning these actions, shall submit a written notice to the KSA General Manager, 1018 Town Drive Wilder KY. 41076, stating their grievance and the remedy requested, along with a check in the amount of \$25 payable to KSA. This grievance must be submitted within fourteen days of the incident (as verified by postmark).

A grievance panel shall hear the grievance as soon as possible but in no more than 30 days of receipt of the grievance. This panel will be comprised of the President of KSA, who will preside (or any other officer appointed by the President), the General Manager, the Director of Coaching (or member of the coaching staff appointed by the DOC) and one board member, who shall be chosen by the President. A quorum for the meeting is three members of the panel; the presiding officer will count towards a quorum but will only cast a vote in a tie situation. If the grievance is sustained, the check will be returned; if the grievance is denied, the check will be deposited to the general fund of KSA.

The decision of the grievance panel is final within KSA. Administrative grievances are heard without legal representative and/or counsel present.

4.6 Conduct Violations

4.6.1 T.E.A.M Model

Teach: In order to enhance the character-building and sportsmanship aspect of the program it is essential that administrators and coaches consciously and consistently seek to teach how to think and act in ways that develop and demonstrate good character and sportsmanship.

Expectation: Mere teaching and preaching about the ideas of sportsmanship is not enough. We must demonstrate, than demand courage and firmness in consistently holding coaches, athletes, parents and others to the highest level.

Advise: It is critical that we are clear and uncompromising that we want our athletes to demonstrate good character and sportsmanship in everything we do. We must guide and advise them down the correct path.

Model: Lessons about sportsmanship and character will be undermined if engaged in or allowing athletes, coaches, parents or spectators to engage in contradictory conduct.

4.6.2 KSA

Kings Soccer Academy shall make every effort to cooperate with and support any investigations and resulting sanctions involving KSA coaches, players, team officials, staff, or spectators. KSA shall work within the normal appeals and grievance process for those organizations when it believes such action is warranted. Regardless of the outcome of an investigation, KSA reserves the right to perform its own internal investigation and impose separate sanctions and penalties as warranted.

4.6.3 KSA Penalties

Kings Soccer Academy shall enforce the Policy and Procedures and conduct standards (refer to Appendices 3 through 5). The club may impose probations, suspensions, and/or fines as appropriate. In general, the “KSA Recommended Penalty Guidelines for Conduct Policy Violations” (Attachment 9) should be followed, although deviations are permitted as the situation warrants. Suspensions, when imposed, specifically deny the offending party from attending games, training and other club functions.

Attachment 1 Kings Soccer Academy Board of Directors

Executive Board

President

Vice President

Secretary

Treasurer

Members

Villa Hills Rep

ISC Rep

Boone County Rep

Campbell County Rep

GSE Rep

Ohio South Rep

USL Rep

Coaches Rep

Attachment 2 – Kings Soccer Academy Office and Staff

Kings Soccer Academy Office
1018 Town Drive
Wilder, KY 41076
Phone number 859-442-9200
Weather Hotline
Fax 859-441-3356
Website – www.kingssa.com

Kings Soccer Academy Staff

General Manager	JT Roberts (859) 442-9200 gm@kingssa.com
Director of Coaching	Jon Pickup (859) 442-9200 doc@kingssa.com
Office Manager	Annette Blersch (859) 442-9200 admin@kingssa.com
College Prep Director	Meridy Glenn meridy@kingssa.com
Associate Director of Coaching (USL Programs)	Roby Stahl roby@kingssa.com
Associate Director of Coaching (U15-U18)	Neil Oughton neil@kingssa.com
Associate Director of Coaching (U11-U14 Boys)	Jeff Timmers jeff@kingssa.com
Associate Director of Coaching (U11-U14 Girls)	Paulette Rumpke paulette@kingssa.com
Associate Director of Coaching (U9-U10)	Greg Bowman greg@kingssa.com
Director of Coaching – Goalkeepers	Craig Salvati craig@kingssa.com
Recreational Director of Coaching	John Vallandingham john@kingssa.com
Director of Tournaments	Jeremy Robertson Jeremy@kingssa.com
Speed and Conditioning	Paul Bodenboch (859)-442-5800
Performance Psychologist	Barbara Walker Barbara@barbarawalkerphd.com
Sports Medicine Provider	Commonwealth Orthopedics bonedoc20@aol.com

KSA Internet Web Site

The KSA Internet Web site (www.kingssa.com) maintains the latest KSA information. The Web site provides an overview of the club as well as news, tournament information, ticket information, forms, a calendar, weather cancellations, staff and coach listings, field directions, and information on uniforms.

Attachment 3 – Players Commitments and Conduct

- A3.1 Players, parents and coaches should remember that soccer is a sport that needs to be kept in perspective with a balanced life. Nevertheless, in addition to providing a source of fun and fitness, many life lessons can be learned while pursuing this sport such as setting goals, the value of teamwork, learning from mistakes, and learning to cope under pressure. Abiding by player commitments and rules of conduct will help ensure the most positive and enjoyable experience for players, coaches and parents.
- A3.2 Player Commitments – Players shall:
- Always remember that soccer is a game and should be FUN
 - Strive to attend all training sessions, games and tournaments and notify the coach in advance if you will be late or unable to attend a session.
 - Arrive on time for all training sessions and at least 30 minutes prior to games (or as directed by your coach).
 - Commit to a full year's participation (U8-U14 Fall & Spring / U15-U18 Winter & Spring)
 - Commit to soccer as their primary sport or activity and give priority to soccer whenever conflicts arise.
 - Learn the Laws of the Game and play according to the spirit and letter of these rules.
- A3.3 Players Character and Conduct – Players shall:
- Demonstrate good sportsmanship at all times – in training, in games, on the field and on the touchlines.
 - Demonstrate respect for the coaches and trainers, follow their instructions, and contribute to orderly training and games.
 - Show respect for their teammates and treat each of them with equal consideration.
 - Never threaten, taunt nor deliberately attempt to injure another player.
 - Not use inappropriate, demeaning or offensive language during training or games.
 - Not challenge or openly criticize a referee's call. Allow the team captain to ask for clarification of any questionable calls.
 - Request a substitute if they feel their behavior and play on the field is being adversely affected by a referee's call or opponent's conduct.
 - Represent the club and team in a positive manner while traveling with your team, in a hotel, restaurant, or other outside setting.
 - Not attempt to recruit players already rostered with other teams.

Attachment 4 Coaches Commitments and Conduct

A4.1 Coaches Commitments – Coaches shall:

- Attend all scheduled training sessions and games, unless expressly excused by the DOC.
- Conduct a minimum of two or three training sessions per week: (determined by the DOC prior to each season). Each session shall last in duration of at least 1-1/2 hours.
- Abide by the laws of the game and all rules and directives from the applicable sanctioning organizations.
- Provide regular instruction and feedback to each player throughout the season. Provide written evaluation prior to the end of each season.
- Attend all coaches meetings and KSA sponsored clinics and coaching seminars unless specifically excused by the DOC.
- Ensure proper safety measures are observed for all players. Upon the completion of training, or a game, stay with all players (U16 and under following a game or training until a parent, guardian or other person designated by a parent assumes control of the player, unless appropriate arrangements are made in advance with the player's parent.
- Ensure that their players and parents are familiar with the rules of the game and that all games are played within the limits of those rules.
- Encourage sportsmanship and good behavior both on the field at public team gatherings such as restaurants and hotels.
- Wear suitable attire to all KSA functions, training and games.
- Take appropriate disciplinary measures and/or address as necessary any inappropriate conduct during training, games or tournaments exhibited by players, team managers, or parents. Notify the DOC or the KSA administrative staff of serious and ongoing issues.
- Continually educate and further your knowledge of the sport and coaching. Read, watch, speak with and learn from others. Work towards higher licensing and obtain a membership with both the NSCAA and USSF.

A4.2 Coaches Character and Conduct – Coaches shall:

- Treat each player as an individual person who should be listened to and motivated in a unique fashion. Be guided by the best interest of each individual and never play “favorites” with your players.
- Strive to set a good example, in winning and losing. Remember that the players will use you as a standard more than you expect.
- Be on time, organized, polite, positive, and motivated.
- Never belittle or demean any of your players. Be generous with praise when it is deserved. Provide an encouraging and supportive environment.
- Never use inappropriate, demeaning or offensive language during training or games. Similarly, require that players, parents, and spectators refrain from using such language during these occasions.
- Not attempt to intimidate or threaten a player, spectator, or referee nor tolerate such behavior by any of their players.
- Not make derogatory or critical comments about opposing players, coaches, referees, or spectators and will discourage players and parents from making such remarks.
- Be alert to potentially dangerous situations arising because of actions by their own players. Coaches should remove from play and player whose actions could lead to injuries or altercations among players.
- Never enter the field of play unless specifically requested by the match official.
- Refrain from smoking and the use of tobacco products during training and games. Avoid the use of alcohol at restaurants and team gatherings and during overnight tournaments. Remember to set a strong, positive example for your players.
- Never allow a player to board in their room during an overnight stay without the presence of another adult.

Attachment 5 – Parent Commitment and Conduct

A5.1 Parents play a special role in contributing to the needs and development of youngsters. Through encouragement and good example players can learn good sportsmanship and self-discipline. They can learn to enjoy winning and deal appropriately with defeat.

A5.2 Parent Commitment and Conduct – Parent shall:

- Support their child’s commitment to timeliness by bringing them to training and games at the required arrival times.
- Understand that even though fees are assessed on a seasonal basis, a full year commitment (Fall & Spring season) is expected.
- Support the coach and refrain from comments and actions that would undermine their efforts.
- Never coach from the sidelines. Such instruction will often confuse or frustrate a player and may be in direct conflict with direction the coach is giving. Remember, too, that apparent “tolerance” for a player’s mistakes may be a coach’s attempt to avoid excessive instruction and deal with one teaching point at a time.
- Remain on the opposite side of the field during the game and not behind the goal. Do not speak to the players.
- Show courtesy and respect to coaches, players, referees and other spectators. Parents and spectators shall not use inappropriate, demeaning or offensive language.
- Never openly criticize a referee’s call or decision. Remember, the team’s coach is subject to a referee’s warning, caution (yellow card), or even ejection (red card) for the actions of the parents.
- Not enter the field of play unless specifically requested by the match official.
- Not attempt to recruit players already registered to other teams.
- Strive to learn and understand the game to increase your own enjoyment, become a better spectator, and better support your child!

Attachment 6 KSA Player Fees

KSA Player fees are based on the entire year.

(Example; U11 Elite player \$900 would be for both the Fall and Spring seasons = \$450 per season).

AGE	LEVEL OF PLAY	FEE	INCLUDED TRAINING
U18 –U15	ELITE	\$700	3 days a week, plus Winter Training 3 days a week
U18-U15	PREMIER	\$550	2 days a week, plus Winter Training 1 day a week
U18-U15	SELECT	\$250	Access to our full-time staff and resources
U14	ELITE	\$950	3 days a week, plus Winter Training 2 days a week and Summer Camp
U14	PREMIER	\$800	2 days a week, plus Winter Training 1 day a week and Summer Camp
U14	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC
U13	ELITE	\$950	3 days a week, plus Winter Training 2 days a week and Summer Camp
U13	PREMIER	\$800	2 days a week, plus Winter Training 1 day a week and Summer Camp
U13	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC
U12	ELITE	\$925	3 days a week, plus Winter Training 2 days a week and Summer Camp
U12	PREMIER	\$750	2 days a week, plus Winter Training 1 day a week and Summer Camp
U12	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC
U11	ELITE	\$900	3 days a week, plus Winter Training 2 days a week and Summer Camp
U11	PREMIER	\$750	2 days a week, plus Winter Training 1 day a week and Summer Camp
U11	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC
U10	ELITE	\$825	3 days a week, plus Winter Training 2 days a week and Summer Camp
U10	PREMIER	\$650	2 days a week, plus Winter Training 1 day a week and Summer Camp
U10	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC
U9	ELITE	\$700	3 days a week, plus Winter Training 1 day a week and Summer Camp
U9	PREMIER	\$650	2 days a week, plus Winter Training 1 day a week and Summer Camp
U9	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC
U8	PREMIER	\$500	2 days a week, plus Winter Training 1 day a week and Summer Camp
U8	SELECT	\$325	Fall & Spring Group skills training, addt. training with coach plus SC

KSA Fees Do Not Cover: Tournament registration cost, Uniform cost, Referee cost, League Fees outside of “Local League” (CUSL), Travel Expense, Coaching travel expense, field rental cost outside approved KSA training/games.

For Coaching Travel expense policy please see Attachment 13.

Attachment 7 Game and Training Cancellations

Games may be cancelled for inclement weather conditions and for referee declared unplayable conditions. The cancellation procedure includes:

- Immediately refer to league rules and guidelines.
- Club area reps shall notify the referee assignor at least two (2) hours prior to games scheduled before 10am and at least three (3) hours prior to all other games when a rainout is declared.
- The home team shall call the visitors and notify them of the cancellation. Please remember that some teams will travel a distance to get to the game so allow for sufficient time to notify of a cancellation.
- Teams that fail to notify either the club rep or the referee assignor of a rescheduled game or the team fails to show up for a game will be subject to pay ALL referee fees.

Attachment 8 KSA Guidelines for Team Fundraising

Kings Soccer Academy supports the efforts of teams to participate in tournaments and other soccer related events as part of a well-rounded experience. It is recognized that fund-raising by team members is often a necessary part of that experience. Accordingly, these guidelines have been established for team fund-raising to help ensure a successful effort that will also reflect positively upon the entire club and be consistent with the broader club goals and philosophy.

DO

1. Prepare a written fund-raising plan that clearly describes the various methods you would like to use in raising funds and the date(s) during which those methods will be used.
2. Include “standard” fund-raisers such as bake sales, car washes, etc.
3. Include the name of any corporation(s) you would like to solicit as part of your approved plan. (Corporate solicitation will receive close scrutiny and potential conflicts with KSA / grants will not be approved).
4. Submit your plan to KSA for approval prior to the start of any fund-raising. Please allow 5 weeks for approval of your plan. (Subsequent changes to the plan must also be submitted for approval).

Do Not

1. Conduct fund-raising at the same time as a Club wide fund-raiser or event. (Exceptions may be made for car-washer, concessions, and other methods that don’t duplicate the direct solicitation of individuals).
2. Solicit uniform and equipment sponsors.
3. Use the name or logo or KSA or Cincinnati Kings without prior written consent from the respective organization.
4. Participate in fund-raising activities that are not part of your KSA approved plan.

Please note that these represent guidelines only and KSA reserves the right to disallow those portions of fund-raising plans that may be inappropriate or inconsistent with club philosophy and objectives. Please forward your plan or any related questions to gm@kingssa.com

Attachment 9 – KSA Recommended Penalty Guidelines for Conduct Violations

The following guidelines will generally be followed by the adjudication committee to address conduct violations; however deviations may be permissible or advisable as the situation warrants. Sanctions or penalties imposed separately by other organizations may be considered when assessing penalties.

A.9.1 DEFINITIONS

A.9.1-1 Verbal Abuse

Verbal Abuse shall include any language directed to an individual(s) that is intended to intimidate, threaten, coerce or demean.

A.9.1-2 Physical Assault

Physical assault shall include any physical contact with an individual(s) that is intended to intimidate, threaten, punish, coerce or harm.

A.9.1-3 Suspension

Suspensions, when imposed, specifically deny the offending party from attending games, training and other KSA club functions.

A.9.2 ABUSE OF A PLAYER

A9.2-1 Verbal Abuse

KSA will conduct a hearing when it has reason to believe that a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, has verbally abused a player or players. In the event KSA deems the abuse did occur the following shall be assessed:

	Minimum	Maximum
1 st Incident	1 season probation	1 year probation
2 nd Incident	1 year probation	1 year suspension
3 rd Incident	1 year suspension	2 year suspension

A9.2-2 Physical Assault

KSA will conduct a hearing when it has reason to believe that a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, has physically assaulted a player or players. In the event KSA deems the assault did occur the following would be assessed:

	Minimum
1 st Incident	Suspension for life

In addition, if the offending party is a coach or paid staff of KSA, a monetary penalty shall be imposed.

A.9.3 ABUSE OF A COACH OR TEAM OFFICIAL

A9.4-1 Verbal Abuse

KSA will conduct a hearing when it has reason to believe that a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, has verbally abused a coach or team official. In the event KSA deems the abuse did occur the following would be assessed:

	Minimum	Maximum
1 st Incident	1 season probation	1 year probation
2 nd Incident	1 year probation	1 year suspension
3 rd Incident	Lifetime suspension	

A9.3-2 Physical Assault

KSA will conduct a hearing when it has reason to believe that a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, has physically assaulted a coach or team official. In the event KSA deems the assault did occur the following would be assessed:

	Minimum
1 st Incident	Suspension for life

In addition, if the offending party is a coach or paid staff of KSA, a monetary penalty shall be imposed.

A.9.4 ABUSE OF A REFEREE

A9.4-1 Verbal Abuse

KSA will conduct a hearing when it has reason to believe that a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, has verbally abused a referee or referee assistant. In the event KSA deems the abuse did occur the following would be assessed:

	Minimum	Maximum
1 st Incident	1 season probation	1 year probation
2 nd Incident	1 year probation	1 year suspension
3 rd Incident	Lifetime suspension	

In addition, if the offending party is a coach or paid staff or KSA, a penalty of up to \$100 shall be imposed for the first offense, \$200 for the second offense and \$300 for the third offense.

A9.4-2 Physical Assault

KSA will conduct a hearing when it has reason to believe that a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, has physically assaulted a referee or referee assistant. In the event KSA deems the assault did occur the following would be assessed:

	Minimum
1 st Incident	Suspension for life

In addition, if the offending party is a coach or paid staff of KSA, a monetary penalty shall be imposed.

A.9.5 ABUSE OF A SPECTATOR

Any incidence of verbal or physical abuse by a coach, player, team official, or spectator, at a game or training session sanctioned by KSA, against any other individual present shall be reviewed. In the event KSA deems the abuse did occur, KSA may elect to assess a penalty, depending on the severity of the incident, using the general guidelines provided in Sections A.9.2, A.9.3 and A.9.4

Attachment 10 Volunteer Opportunities
Please check any and all that you would be interested in:

In-Office KSA (Administrative) _____

Volunteering hours to work at the KSA office; duties would include assisting with registration, date entry, uniform ordering & fulfillment and team administration, filing registration forms, packaging uniforms, forming team rosters and distributing advertising literature to various locations.

Community Outreach Programs _____

Volunteering hours to work at the KSA office and various sites; duties would include coordinating schedules for school visits, mentor and tutoring programs, canned food drive, distributing literature to various locations.

Tournaments _____

Volunteering hours to work at any of the tournaments run by KSA; duties could possibly include assistance in the concessions area; merchandise area, hospitality tent or providing Administrative or Field Marshals assistance.

Game Day Staff (PDL / W-League Games) _____

Volunteering hours to work at the Kings USL soccer events throughout the spring and summer; duties would include assisting the front office staff at the stadium by being available to be a ticket seller, ticket taker, to handout promotional items, sell programs or manage interactive games, etc.

Fund-Raising Efforts (KSA Office) _____

Volunteering hours to work with the KSA staff to assist in the fund-raising efforts; duties would include assisting with phone calls, document processing, filing and basic support of the fund-raising staff.

Field Development Efforts _____

Volunteering hours to work with the KSA staff to assist in the maintenance and development of soccer fields, utilized by KSA and/or other affiliated organizations. Duties would include assisting with seeding, mulching, cutting and general up keep of soccer fields.

Parent Name: _____

KSA Player(s) and Team(s): _____

Phone: _____ Phone: _____

Email: _____

**Please return to the Kings Soccer Academy; Attn: JT Roberts 1018 Town Drive Wilder KY 41076
Or via email to gm@kingssa.com**

Attachment 11 Team Manager Guidelines

A.11.1 Player Registration Guidelines

- A copy of birth certificate is ALWAYS REQUIRED
- Two wallet size pictures are ALWAYS REQUIRED for the player card.
- Complete the registration forms and the medical release forms (medical release forms MUST BE NOTORIZED w/ RAISED SEAL.
- Managers and Coaches must also have a coaching card. Wallet size picture is required for the card.
- Mangers and Coaches must complete the RISK Management form.

A.11.2 Adding a Player to the Roster

- 1. Player that does not already have a player card**
 - Player completes registration form, medical release (Notarized) all forms signed by guardian.
 - Player provides: a) Wallet size picture b) Copy of Birth Certificate
 - Player to sign his/her name exactly as it appears on front of the player card
- 2. Player with an existing player card**
 - Player provides the manager with a Signed Release Form and their current player card

ALL FORMS CAN BE FOUND ONLINE WWW.KINGSSA.COM CLICK ON FORMS LINK

FOR QUESTIONS ABOUT TEAM MANAGER RESPONSIBILITIES PLEASE CONTACT OFFICE ADMINISTRATOR – ADMIN@KINGSSA.COM

Attachment 12 KSA Refund Request Form

One form per player.

Reason for request: (for informational purposes)

- Disinterest or dissatisfaction ()
- Moving out of Area ()
- Wishes to play with different club ()
- Health issue(s) ()
- Other () Reason: _____

Player Information: (print legibly)

Player's Full Name: (Last, First): _____

Player's age group: _____ Circle one: Boy Girl

Player's team name: _____

Player's coaches name: _____

Name of Parent/Guardian requesting refund: _____

Parent Phone and Email: _____

Mailing address: _____

Date player left team: (if assigned) ____/____/____ (Day/Month/Year)

Payment method and amount paid: _____

Return to: **Kings Soccer Academy
Attn: General Manager
1018 Town Drive
Wilder KY 41076**

Notice: Refunds are NOT guaranteed and those given are subject to certain withholding of fees and costs. Please review the currently published Refund Policy information in the KSA policy and procedure manual. Please allow 45 days for processing.

Signature of Parent / Guardian requesting refund: _____

Date: _____

KSA Office use only:

KSA REFUND CHECK # _____ DATE ISSUED: ____/____/____ AMOUNT REFUNDED: _____

KSA DENIAL LETTER SENT: ____/____/____ REASON FOR DENIAL: _____

Attachment 13 Coaches Travel Reimbursement Policy

1) Purpose

a) This document serves as reference material for KSA Coaches who wish to have their expenses reimbursed by the KSA or a KSA team. Each KSA team is responsible for reimbursing a KSA paid coach and/or full-time staff for KSA events related to their team. It is understood that a travel reimbursement form must be turned in within 10 business days from the last day of the event. Furthermore the distance traveled must exceed 50 miles one way from T&C to qualify for reimbursement.

A) Ground Transportation

1) Personal car is reimbursable based on gas usage. Original receipt must be turned in with reimbursement form. Gas expense should never exceed the cost to fly. If it does, reimbursement is limited to the lesser of the two costs.

2) Parking, shuttles and / or taxis are reimbursable with a receipt. When the length of your trip is such that a roundtrip taxi fare is less than long-term / economy parking, we recommend that this option be exercised. When available, please make use of hotel-provided van or shuttle services to and from the airport, which may be free of charge or for a nominal fee.

3) Car Rental – All vehicles rented for KSA business must be approved prior to entering into a rental agreement by the KSA team. Rental agreement must include the comprehensive and collision insurance as offered by the rental agencies, unless explicitly covered under the KSA insurance plan or other coverage (i.e. credit card). It is absolutely imperative that no one other than the names appearing on the official rental car agreement drive the vehicle at any time.

B) Meals

1) Based on receipts submitted up to: breakfast: \$5, lunch: \$10, dinner: \$15. This is not a per diem and may not be reimbursed without proof of actual expenditure.

C) Airfare

1) Coach shall be reimbursed the price of “coach / economy class” airfare only. All air travel requires prior approval from the KSA board and General Manager.

D) Hotel

1) For events where a hotel stay is needed we highly recommend checking to see if the coaches’ room is compensated with the team’s stay. In the event a coach must pay for the room, he/she shall be reimbursed the cost of the room, provided all expenditures are turned in. Every attempt shall be made to place more than one coach in a room when possible.

2) Expenses that will not be reimbursed those not in line with the rules, guidelines or spirit of a youth sports organization, as well as, those against the law. These types of expenses may be, but not limited to:

- a) alcohol, smoking, or drug materials
- b) traffic or travel violations or fines
- c) frequent flier miles, hotel points or other such frequent retail user programs
- d) donations
- e) spouse or other guest expenses (unless also on similar KSA business)
- f) personal expenses
- g) in-room expenses (such as in-room pay-per-view movies or video games)

Attachment 14 Kings Soccer Academy Coach Travel Reimbursement Form

Event / Tournament Name: _____

Event / Tournament Dates: _____ Team name(s): _____

Coaches Name: _____

<u>Description</u>	<u>Rate</u>	<u>Amount</u>	
Personal Car	Gas receipt	_____	
Meals	\$30 max/day	_____	
Hotel Room (Incl. Sales Tax)		_____	# of Nights _____
Airfare/Car Rental		_____	
Other Miscellaneous Charges		_____	

Total Charges		_____	
Number of Players on the Team(s)		_____	
\$ Amount for Each Player		_____	

Must be approved by the Team Mgr.

Approved By (Team Manager) _____ Date: _____

Approved By (General Manager) _____ Date: _____

Note: Total amount to be split by 2 or more teams equally when traveling to the same event. When traveling the least cost method shall be used, unless otherwise approved by team or KSA Board. This form must be turned into Team Manager and/or KSA General Manager along with original receipts.

Signature of Coach: _____ Date: _____