



Albion Hurricanes FC

▶▶ Parent & Player Handbook

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MISSION STATEMENT, ORGANIZATION & FUNCTIONS

MISSION STATEMENT

Established in 2000, the Albion Hurricanes FC (AHFC) is a nationally recognized program that has an excellent reputation for fielding highly competitive soccer teams. AHFC's mission is to produce well-balanced, technical and athletic players that are capable of playing at the highest soccer level possible which includes State ODP, Regional ODP, ID2, National Teams, College, and Professional. Being a full-service soccer club, we also want to encourage players that do not aspire to play at the next level to love, become a fan of this beautiful game and/or possibly coach at some level in the future. AHFC will expose all our players and teams to the highest level of competition nationally in its pursuit of providing the best soccer schooling for its players. Historically, AHFC teams have won numerous local, state and regional championships and the mission of the Club is to build on this foundation and to continue developing players and teams who will compete at State, Regional and National level.

ORGANIZATION

AHFC is a Texas non-profit corporation that maintains its charitable status as a 501 (c) 3 organization recognized by the Internal Revenue Service to promote youth soccer. The Club is self-supporting and operates exclusively on the fees charged to our players, monies collected in fundraising activities and donations. The Club is a member of US Club Soccer (US Club) and of USC (United Soccer Clubs). We are also members of the Girls and Boys Elite Clubs National League (ECNL).

STRUCTURE & RESPONSIBILITIES

- **Directors of Coaching** – Directors of Coaching which include Program Directors and Campus Directors, implement the player and team strategy for Boys and Girls programs.
- **Staff Coaches** – Staff Coaches execute player and team strategy.
- **Director of Operations** -The Director of Operations is responsible for registration, Club communication, uniforms, and overall administrative player operations. .
- **Director of Accounting & Finance** - The Director of Accounting & Finance is responsible for the accounting and finance functions of the Club and reports directly to the Board of Directors.
- **General Manager** – The General Manager is responsible for the overall Club Operations and reports directly to the Board of Directors.
- **Board of Directors** - AHFC - operates as a professional coach run organization, however, the overall operations of the Club are managed by the Board of Directors.

COMMUNICATION FLOW

Communication is a major priority of AHFC. The Club attempts to provide numerous avenues for players and parents to obtain all the necessary information with the primary avenue being the website (www.albionhurricanes.org) and the Albion Hurricanes App (a link to the Albion Hurricane App is provided when a player is registered with a team). Please follow the recommended communication flow outlined below so that AHFC can better serve you and our players.

- **Player Issues** - Field Related Player particulars
 - Parent ⇒ Staff Coach ⇒ Campus Director ⇒ Program Director ⇒ GM ⇒ BOD
- **Team Issues** - Non-Field Related Team particulars
 - Parent ⇒ Manager ⇒ Staff Coach ⇒ Campus Director ⇒ Program Director ⇒ GM ⇒ BOD
- **Administrative Issues** – Non-field related Player/Team issues
 - Manager ⇒ Director of Operations ⇒ Campus Director ⇒ Program Director ⇒ GM ⇒ BOD
- **Financial Issues** – Player's Club fee particulars
 - Parent ⇒ Director of Accounting & Finance ⇒ Campus Director ⇒ Program Director ⇒ GM ⇒ BOD

STAFF COACHES

AHFC prides itself on the professionalism of an international and nationally recognized coaching staff. The staff have extensive professional soccer experience as well as years of teaching experience.

TEAM MANAGERS

Team Managers are selected by the Staff Coaches and Directors of Coaching. Team Managers should provide positive and motivated leadership for the team and provide good role models for the soccer players. Team Manager commitments and responsibilities will include:

- Supporting and implementing the policies, procedures, and decisions of AHFC
- Putting the team's interests before their own child's interests
- Enforcing the AHFC standards of behavior for players and parents
- Maintaining all rules and policies of the various playing associations for which his/her team plays for
- Ensuring players are established to receive the uniform information and training kit
- Tournament and event entry and collecting the applicable fees
- Acting as the coach, only if a Staff Coach is not present (any Coach within the AHFC will assume full responsibility of a team if the team's primary Staff Coach is not present)
 - Following all the Staff Coach's instructions regarding playing time and players positions if no Staff Coach is present

PLAYER DEVELOPMENT

The main focus for the Club is to develop players of all ages to reach their maximum potential in soccer and in life. The development of the player through the ages U5 – U19 is at the forefront of all the activities that are carried out in the Club.

DEVELOPMENT PROGRAM OBJECTIVES

- Provide a professional and progressive soccer coaching development program for coaches and players.
- Develop players to succeed in the Club, High School, ID2, ODP, College, National Programs and Professionally.
- Provide direction and guidance to help players develop their leadership, social and life skills through an innovative developmental soccer program.
- Implement and teach age relevant technical and tactical soccer techniques in a professional and enjoyable coaching environment.
- Ensure the program is inclusive to all players regardless of playing ability, gender or race.
- Treat all Club members, coaches, parents and players equally and fairly.
- Help give direction and develop a Club spirit through interaction between Club members, coaches, players and parents to achieve our Clubs aims and objectives.

PROGRAMS

FOUNDATION PHASE	U5-U8 - Love the game (me and my ball) U9-U10 - Enjoy the game (me and my ball) U11-U12 - Learn the game (ball sharing)
DEVELOPMENT PHASE	U13 – Connecting my strengths with teammates U14 – Connecting my strengths with teammates with the opposition in mind U15-U16 – Connecting strengths to opposition weaknesses & minimizing their strengths with game state, score & time in mind
ADVANCEMENT PHASE	U17-U18 – Reliable, pragmatic & positional game-craft & 'know-how". U18 – Sharp end survival & independence

Please refer to your Program's play level Expectation for a more thorough understanding of Player Expectations, which are attached to this Parent Player Handbook as **Appendix A.**

TRAINING SESSIONS

Training in all stages will be supervised and conducted by our professional coaching staff with directions from the Directors of Coaching. The Annual Training Program will be set by the Directors of Coaching in July with clear pre-season, in season and Post season objectives.

- ECNL Teams will have three (3) 1 ½ hour training sessions per week
- Elite Teams will have two (2) 1 ½ hour training sessions per week based on an eighteen (18) week season and one (1) small group training session per week divided into two 8–9-week periods in the fall and spring.
- Campus Blue, Black, White, etc. teams train for two (2) one and one-half (1 ½) hour sessions weekly
- U8-10 (SSDL) teams will train for two (2) one and one-half (1 ½) hour sessions weekly
- Goalkeeper Training: AHFC provides special training for goalkeepers at no additional cost, as scheduled during the soccer season.

PLAYER TRYOUTS & EVALUATIONS

AHFC teams are formed through tryouts and evaluations in May of each year. Evaluation occurs during small-sided games, full field games and tryout exercises to determine the technical, tactical, and physical abilities of the players.

AHFC players are expected to be committed year-round. Selection is determined only by the AHFC Coaching Staff. Attitude, application, training habits, sportsmanship, commitment, and attendance are all taken into consideration during the tryout process. Players may be added during the year as vacancies occur.

December evaluations are offered for U8-U10 and US Club teams for any new players wishing to join AHFC and governed by US Club rules. Also, during this time, Coaches may make decisions regarding internal player movement. Players need to be placed in an environment where they can be both challenged and achieve success. AHFC commits to every player for the entire year and expects the same commitment in return. However, this does not guarantee that a player will be on the same team for both the fall and spring seasons.

At any other time throughout the year, at the discretion of the Staff Coach, a new player may be invited to a team training session with a view of being added to the roster.

LEAGUES, TOURNAMENTS & DEVELOPMENT PLAY

AHFC as a member of US Club and USC participates in specific leagues with different levels of play which correspond with the various programs identified above. Certain of the leagues change and evolve over time and even throughout each year to enhance the level of development. The following are the current leagues in which AHFC participates:

LEAGUES

- **U5-U10: Junior Hurricanes Soccer League (JHSL)**
- **U8-U10: Small Sided Developmental League (SSDL)**
- **U11-U19: United Soccer Clubs Leagues (STXCL)**
 - South Texas Eastern Conference (STX CL EC)**
 - South Texas Champions League Regional League (STX CL RL) ECNL-RL STXCL**
 - National 1 League (STX CL N1)**
- **U13-U19: USC Champions League (ECRL)**
- **U13-U19: Elite Clubs National League (ECNL)**
- **U13-U19: Elite Clubs National League -Regional League (ECNL-RL)**
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Generally, games are played against other clubs. JHSL and SSDL games are played in their geographic location, while SSDL and USC games are typically played within the Greater Houston area. STXCL, ECRL, ECNL RL and ECNL games mostly take place within the Texas Region. The team Staff Coach or another of the Club's Staff Coach will attempt to cover all home games and the Team Manager shall act as Coach for games if the Staff Coach cannot attend or arrive from another location. The Team Manager will receive player positions from the Staff Coach and implement those instructions at away games.

TOURNAMENTS AND SOCCER EVENTS

All tournaments in which teams participate are selected by AHFC or which may be mandated by the specific leagues. Criteria used include the level of competition, exposure to college coaches, uniqueness, foreign competition, tournament format and availability of coaching staff. The Staff Coach will provide each team with an anticipated list of tournaments for each season.

All players that will attend tournaments and/or events within or outside the State of Texas must comply with the AHFC Travel Policy which is attached as **Appendix B**.

REGIONAL AND NATIONAL DEVELOPMENT PROGRAM

AHFC endorses USSF Market Training Centers, Olympic Development Program (ODP) and Identification Program (ID2). Participation is encouraged. Whether a player is selected or not is a maturing process. AHFC players have been successful at all levels of ODP. Selection does not make or break a player's career. Players are eligible to participate at U13 and older.

COLLEGE BOUND PLAYERS

The AHFC has a network that reaches all levels of collegiate soccer. One of the strengths of our college placement program is the contact the Club and Coaching Staff have at topnotch colleges and universities all over the country. Our Club has established a tremendous reputation with college coaches and is known as one of the top clubs nationally because of the student athletes who have gone on to play at the college level. Our players are performing at all levels of collegiate soccer from top twenty NCAA programs to programs at Division 1, 2, and 3, NAIA and Junior college levels. AHFC continually seeks out the highest level of competition and exposure throughout the country. Our Boys and Girls teams perform at top tournaments and showcases across the nation. College Coaches are invited to watch our players perform at our venue as well as other events. The AHFC features a yearly college night to help educate our players in the recruiting process.

PLAYERS

PLAYER'S CODE OF CONDUCT

- Obligations towards the game - a player should:
 - Make every effort to develop their own sporting abilities, including skill, technique, tactics and fitness.
 - Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
 - Set a positive example for others, particularly younger players and supporters.
 - Avoid all forms of gamesmanship, time-wasting, and inappropriate language.
- Obligations towards one's own team - a player should:
 - Make every effort consistent with Fair Play and the Laws of the Games set forth by FIFA and US Club to help his/her own team win.
 - Resist any influence that might, or might be seen to, bring into question his/her commitment to the team.
- Respect for the Laws of the Game and competition rules - a player should:
 - Know and abide by the Laws, rules and spirit of the game, and the competition rules.
 - Accept success and failure, victory and defeat, equally.
- Respect for Opponents - a player should:

- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.
- Respect towards the Match Officials – a player should:
 - Accept the decision of the Match Official without protest.
 - Avoid words or actions which may mislead a Match Official.
 - Show due respect towards Match Officials.
- Respect for Team Officials - a player should:
 - Abide by the Coach and Team Officials instructions, provided they do not contradict the spirit of this Code.
 - Show due respect towards the Team Officials of the opposition.
- Obligations towards the Supporters - a player should:
 - Show due respect to the interests of supporters.

DISCIPLINE PROCEDURES

- Single game suspensions may be given to any player for violation of the player's responsibilities at the discretion of the Staff Coach and Directors of Coaching. The Program Director should be notified by the Staff Coach of any given suspension.
- For repeated or serious violations, a player may be suspended for more than one game. The Staff Coach must inform the Program Director in writing as to the reasons for and duration of an extended suspension.
- If a player's behavior threatens the welfare of the team or the coaching staff's ability to fulfill their role, the Board of Directors may place the player on "probation" for a period of time. If the behavior persists, the player will be terminated from the AHFC program **without refund of any fees.**

GRIEVANCE PROCEDURE

- In the event that a player or parent elects to protest any discipline given by a Staff Coach, then the protesting party shall submit, in writing, a detailed explanation of the nature of the protest and any reasons any disciplinary actions should not be enforced.
- The Grievance Committee shall consist of the Board of Directors, or a Committee comprised of three (3) members appointed by the Board of Directors.
- The purpose of this procedure is to provide a mechanism for resolving soccer-related problems between players, parents, coaches, officials and any other parties associated with soccer. It is required that the parties involved attempt to resolve the conflict themselves before resorting to this procedure.
- Grievances must be submitted in writing to a member of the Board of Directors.
- The decision of the Grievance Committee shall be final and binding on all parties.

PARENTS & SPECTATORS

PARENTS & SPECTATORS RESPONSIBILITIES

- A Parent's responsibilities include but are not limited to the following:
 - Provide or arrange transportation for the player(s) to all practices, games, tournaments, or other events.
 - Voluntary assignments, or other team events or AHFC when asked.
 - Provide player fees and travel expenses
 - Assist your player in meeting the team and coaching staff expectations (i.e., on-time arrival at practices).
 - Plan vacations, camps, etc. to avoid conflict with scheduled team events.
 - Inform coaches in advance of all absences.
 - Provide positive encouragement to players at practices, games and tournaments as well as appropriate comments and cheering.
 - Let the coach do the coaching and let the players play their game.
 - Inform the coaches of any special needs the player might have (allergies, injuries, medicines, etc.).

- Assist the coaches when requested.
- Show respect to all opponents, players, referees, coaches and fans.
- Attend team parent meetings. Provide appropriate feedback to coaches or AHFC when requested.
- Respect the coaches' decisions (wait until the day after the game if you need to speak to him).
- Try to increase your knowledge of the game.
- Parent/Coach communication expectations and boundaries

Soccer is a TEAM sport – support all the players – not just the advanced players.

PARENTS & SPECTATORS CODE OF CONDUCT

During all team functions, training sessions and games, it is important to show the utmost respect for team players, coaches, managers, opponents, opponents' parents, opponents' coaching staff, and game officials. Disrespectful behavior and foul language will not be tolerated by the AHFC and will result in immediate removal from any training session or game where the incident occurs. In addition, it could lead to expulsion from AHFC if a continuous pattern develops. AHFC desires to project a positive image to both the soccer and the local community. An attitude of good sportsmanship and positive support of the players, coaches and officials is an essential part of this type of image. The following are considered guidelines for behavior by parents and spectators with the AHFC:

- Consumption of alcoholic beverages at the club's fields, playing facilities, fields, as a team chaperone or during matches will not be tolerated.
- Smoking or the use of tobacco products is not allowed on or near the training facilities or any playing field.
- AHFC will not tolerate loud, crude, profane, vulgar, argumentative, belligerent behavior or language.
- AHFC will not tolerate any comments, especially negative comments, about the officiating. Even if the person feels that the quality of officiating was poor, there will be no physical, mental or verbal contact with the officials prior to, during or at the end of any game or match.
- Only words of encouragement should be expressed from the sidelines. The comments from the sidelines should be restricted to non-coaching only. Parents shall refrain from verbal exchanges of any kind or nature with opposition players, parents or spectators. The Board of Directors will review all specific instances of problem sidelines behavior, which could lead to the expulsion of the player's parents and/or the member. Unacceptable behavior may also impact a child's selection at tryouts.
- Abuse and Assault against any person are grounds for disciplinary action by the Club and any association which the Club is a member, including but not limited to US Club and USC.
- Abuse is defined as: "A Verbal statement or physical act that implies or threatens physical harm to an individual. It also includes verbal abuse which is threatening, cursing or demeaning to a person or any member of his or her family.
- Assault is defined as: "An intentional act of physical violence. Assault includes but is not limited to the following acts: hitting, kicking, punching, slapping, choking, spitting at or on, grabbing or bodily running into; the act of kicking or throwing any object at another that could inflict injury; damaging a uniform or personal property; i.e., car, equipment, cards whistle, notebook, etc. or knocking equipment or other objects out of the hand".
- Parents should also be aware that the Club's affiliation with US Club and USC may subject the Club to monetary fines for such violations as improper conduct, players not wearing the official Club uniform. It is Club policy that any affiliated player, coach, parent or spectator who causes the Club to incur a fine, shall within ten (10) days after being notified in writing by the Club repay the Club the amount of said fine. Failure by said person(s) to repay fine(s) levied against the Club by higher authorities is grounds for immediate and indefinite suspension of the person and their children in participating in any and all Club activities.
- All parents and players are subject to the rules promulgated by US Club, USC, and SSDL. Any violation of those rules will not be tolerated and, as such, any parent's failure to cooperate and conduct themselves with good rapport as with regard to these rules shall serve to have their child be disallowed from any further participation.

CLUB FINANCES

The majority of the expenses incurred by AHFC are financed through fees paid by parents to the Club. AHFC is a nonprofit organization, and the Board of Directors makes every attempt to hold expenses down to keep fees as low as possible, while ensuring that enough money is available to achieve the goals of providing excellent training for the players and quality facilities. Yearly fees are established by the Board of Directors and are based on the Club's planned budgetary expenses for the coming year.

FEES & PAYMENTS

The annual financial commitment can be divided into several parts as applicable: (1) Registration Fees, (2) Club Fees, (3) Uniform Fees, and (4) Tournament or events fees, which are dependent on the number of competitions in which each team participates.

Registration Fees. A registration fee ("Registration Fee") is due and payable by each player upon that player's acceptance on a team. The Registration Fee is paid online at the time of acceptance by the player on a team. Failure to pay the Registration Fee in a timely manner will result in the player not being registered on a team.

Club Fees. In addition to the Registration Fee each player shall pay the appropriate fees for the program in which the player participates (Club Fees). Each player shall be responsible to timely pay, in accordance with the payment structures established by the Club the applicable Club Fees. All Club Fees shall be paid online. Club Fees **shall not** be tendered to the Staff Coaches, team managers, or any other person.

Club Fees for the fall/spring season shall be paid either in full on or before July 1, or in monthly installments. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** Monthly installments are due on or before the 1st day of each month (as per installment plan) and are considered delinquent after the 15th of each month. All accounts must be paid in full by December 31st. Each player is responsible for the timely payment of all Club Fees. Club Fees **will not** be prorated for partial month's participation. Players with a delinquent balance will not be permitted to participate in training sessions or competitions unless arrangements are in place to bring the account up to date and current. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** PLAYERS WITH DELINQUENT ACCOUNTS WILL NOT BE ALLOWED TO TRY OUT FOR NEXT YEAR'S RETURN TEAMS OR ATTEND ANY TOURNAMENTS WITH THE TEAM UNLESS ARRANGEMENTS ARE MADE TO SATISFY PREVIOUS PAYMENT REQUIREMENTS.

All Club Fees are based upon play for the Fall/Spring Season. If the player will only be playing in the Fall Season, the player must notify the Staff Coach at the time the player is offered a position on a team and approval must be provided by the applicable Director of Coaching who will in turn notify the Director of Accounting & Finance. Without express approval by the applicable Director of Coaching, the player will be responsible for Club Fees for the entire Fall/Spring Season.

ALL REGISTRATION AND CLUB FEES ARE NON-REFUNDABLE. If a player is unable to participate due to injury or decides to voluntarily withdraw from the Club, there will be no refunds, and the player is obligated to complete the payment of all Club Fees for the fall/spring season. **ANY EXCEPTIONS TO THIS POLICY SHALL BE AT THE SOLE DISCRETION OF THE CLUB AND WILL BE DETERMINED ON A CASE-BY-CASE BASIS BY THE BOARD OF DIRECTORS.**

EQUIPMENT & UNIFORM EXPENSE

Player Equipment.

Players must furnish, at their cost, certain required equipment being, suitable soccer shoes, shin guards and a soccer ball. Appropriate soccer footwear and shin guards are mandatory to participate in any soccer related activities, including training and games.

Goalkeeper equipment is the responsibility of the player.

Player Uniforms.

The Club's current uniform supplier is Capelli Sports. Capelli, like all major uniform manufacturers, maintains a two (2) year uniform life cycle. Once a uniform has been produced for two (2) years; Capelli discontinues manufacturing the uniform making them unavailable for purchase. Therefore, all players will be required to purchase new uniforms at the beginning of each uniform life cycle.

All players are required to purchase the uniform package that has been determined by the Club. The purchase of the required uniform package is directly online through Capelli Sports and will be delivered directly to the player's designated address. The Club will not be involved in player's purchase of the designated uniform package, or any additional sports wear or items provided by Capelli Sports.

The uniform package requirements will be determined by the level of play for each player and will consist of a training kit, two jerseys, shorts and socks. The primary uniform for the Club is a Royal Blue Jersey (white numbers and logo), Royal Blue Shorts, and Blue Socks. The secondary uniform is a White Jersey (royal blue numbers and logo), Grey Shorts, and Grey Socks. Older age groups, U11 and above shall have a third uniform consisting of Black jersey, Black shorts, and Black socks. There are also required and designated goalkeeper jerseys (for goalkeepers only).

Only the current designated AHFC uniform will be worn at any organized soccer event and are mandatory for a player's participation in any AHFC games, tournaments, or AHFC soccer related events (in the case of training appropriate AHFC designated training kit).

There will be no modification or additions to the Club uniform, warmups, and/or training kit without the prior written consent of the Board of Directors. This includes, without limitation, player's names, initials, team symbols, logos, advertising, or any other alteration or modification to the standard uniform as prescribed by the Club. In the event any team or player wears such a modified or altered uniform, then that player will be subject to removal from the field and suspension from play pending a change to the proper Club uniform.

Events are handled by the Team Manager. Tournament Fees are the responsibility of each team. Each player will be assessed his or her own portion of the tournament registration fee.

TOURNAMENTS AND SOCCER EVENT FEES

Each player on a roster must pay their share of the tournament registration or event fees. The payment of each player's share of any such tournament registration or event fees is mandatory for all players rostered on the team, including those players that do not choose to attend the tournament or event (but will not include players that are not attending at the direction of the Club).

FINANCIAL ASSISTANCE

The Club provides Financial Assistance, on a need's basis, to eligible and qualified players who play for the Club starting at the U11 age. Financial Assistance only applies to Club Fees, and the payment of the applicable Registration Fee is mandatory. In order to be eligible and qualify for Financial Assistance, a player's parent(s) must submit an online application. In addition to requesting consideration for either a full or partial Financial Assistance, this application provides a reasonable full financial disclosure and an explanation of the Financial Assistance requested sufficient to justify the need. The player's parent(s) must submit all Financial Assistance forms promulgated by the Club. All requests for Financial Assistance will be reviewed by the Directors of Coaching and approved by the General Manager. **THERE WILL BE NO FINANCIAL ASSISTANCE GRANTED WITHOUT THE SUBMISSION OF FULL AND COMPLETE APPLICATION AND WRITTEN APPROVAL BY THE APPLICABLE PROGRAM AND/OR CAMPUS DIRECTOR.** In granting or denying any such Financial Assistance request, the applicable Program and/or Campus Director. shall not only weigh the needs of the individual player, but also the not-for-profit objectives of the Club, as well as being mindful of the policies of US Club, the University Interscholastic League (UIL) and any other applicable associations or organizations. While funds for financial assistance are limited, it is the objective of the Club to make sure all players who desire to play are able to participate.

Financial Assistance Participant's Obligation. Each recipient of Financial Assistance is required to give back to the Club by participating in volunteer hours. The amount of volunteer hours is based on the percentage of Financial Assistance granted (a maximum of 10 hours per soccer season). Each Financial Assistance Participant will be notified by the Club of the number of volunteer hours required for the applicable soccer season. Volunteer opportunities are year-round and include time spent as a team manager, promotional events, tryouts and our recreational program. If a Financial Assistance Participant fails to complete 50% of the required volunteer hours by December 31 of the applicable soccer season the Financial Assistance Participant will be required to pay the full amount of the Club Fees for the applicable soccer season. Additionally, failure to complete all of the required volunteer hours by May 1 of the applicable soccer season will result in the inability of the Financial Assistance Player to be granted Financial Assistance for the following soccer season.

RISK MANAGEMENT

RISK MANAGEMENT POLICY

This policy provides requirements and guidelines for Player and Coach Protection. All parents and coaches must ensure that the requirements are followed. In addition, they are strongly encouraged to follow the recommendations listed here.

- Definitions
 - For the purpose of this, an adult is defined as a person in the role of coach, team manager or volunteer who works with players. This may include an 18-year-old assistant coach on a U16 team.
 - A player is defined as a person who plays on a soccer team.
- Requirements
 - All persons actively involved in working with the players must be registered with US Club and complete all SafeSport requirements.
 - All team managers must complete US Club's required background checks.
 - There must be at least one US Club registered adult at all team activities, with the only exception being Team practices or training.
 - When dropping off players, parents must remain until a second adult arrives.
 - Player's names are not to be placed on the back of the uniform shirts.
 - Any incidents of "suspicious strangers" loitering at a team's practice must be reported to the Staff Coach or Directors of Coaching. This is to coordinate reports of such activity at particular venues.
 - Sexual contact of any kind or type is prohibited between adults and players, whether or not contact is consensual.
 - Any "accidents" must be documented and reported to the Staff Coach and Directors of Coaching. This includes any situation where a player is taken for medical attention, even if this is not done immediately. For traveling teams, the Team Manager or Staff Coach must document this for the opponent's team in the event a non-AHFC player was injured. This reporting is needed to ensure the required information is available for any possible insurance Claims filed at a later date. (This can sometimes occur years later.)
 - Particular attention should be paid to any head injury resulting in disorientation of the player and medical assistance should be sought if necessary.
- Recommendations
 - It is strongly encouraged, for the Staff Coach's protection, that a second adult be present at all team activities.
 - Parents and Staff Coaches are encouraged to talk to any non-team adults watching practices etc. (Predators tend to get nervous and seek other prey when adults pay attention to them.)
 - Adults must be aware that any physical contact with players can be misinterpreted. Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, or console or congratulate a player. Adults must be careful to ensure they do not use contact which could be construed as placing them in a position of intimidation; i.e., physically moving a player into a position on the field by grabbing the back of their neck.
 - Transported players (other than their own children) should not be in the front seat.

CONCUSSION PROTOCOL

Although injuries are not anticipated, participation in soccer can sometimes result in injuries. AHFC follows the guidelines as it relates to concussion initiatives and heading for youth players implemented by US Club Soccer which includes the U.S. Soccer Concussion Initiative guidelines implemented by US Club Soccer. The Recognize to Recover overview is attached as **Appendix C**.

DANGEROUS CONDITIONS POLICY

The following guidelines apply to league games. Tournaments set their own policies – see the individual tournament rules and policies.

- FIFA, US Club rules allow the referee, and only the referee, to decide whether a match is played or is continued or cancelled because of playing conditions.
- The safety of all is paramount, independent of any cost, inconvenience or advantage due to the replay (or lack thereof) of the match.
- State and local referee associations instruct referees regarding suspension of play due to dangerous weather (lightning, storm sirens, etc.) and other playing conditions. The referee's decision stands.
- In the event that the referee suspends play, AHFC recommends getting all to safety and waiting a brief amount of time (up to 20 minutes) to see if, in the REFEREE'S opinion, conditions improve enough to allow continued play.
- If play cannot be resumed, the match is ended based on the rules of the applicable association.
- If, in the opinion of the Staff Coach(s), dangerous conditions (weather or field condition) exist at the game site prior to the start of the match, coaches of the 2 teams are encouraged to come to an agreement whether to play the match or reschedule. The coaches must confer with the referee on this decision. A coach can choose to forfeit or play under protest (inform the referee) if he/she feels that conditions are unsafe. If safety is truly a concern, forfeiting should not be an issue. A legitimate refusal to play is rarely classified as a forfeit.
- Practices are generally held as scheduled during rainy conditions. (This can be valuable since a team is likely to play a game or two in the rain during the season.) However, practice will be canceled or cut short if dangerous conditions occur (lightning, dangerous winds, extreme temperature drop, etc.).
- Parents will be expected to monitor the weather and return to the practice field immediately if dangerous conditions occur.
- If practice is suspended for any length of time, all players must leave the field immediately and take shelter in areas including cars with adult supervision.

SOCCER GOALS ANCHORING

Unanchored soccer goals are very dangerous to anyone on the field at any time. Report any unanchored goals to the referee in a game situation (home or away) and report any unanchored practice field goals to the Staff Coach and/or Directors of Coaching.

Note: Most accidents with tipping of goals do not happen during soccer activity. These accidents are much more likely when neighborhood kids or younger siblings of players "lay on" goals which are not in use.

Parents - NEVER allow a child to play on any soccer goal! Even an anchored goal will tip under the weight of kids climbing or hanging on it.

PROTECTIVE HEAD GEAR, JEWELRY, EYEGLASSES

There has been much written about the dangers of heading balls by young soccer players. SSDL, and US Club do not allow heading for any player from U12 and below. Furthermore, AHFC does not introduce heading into its curriculum until U13.

US Club permits the use of protective headgear in youth soccer at the player's discretion, provided it is not deemed dangerous by the referee. Headgear will be viewed as player equipment and the decision to allow or disallow is left to the discretion of the referee at each individual game. In other words, if the referee says "no" the headgear will not be allowed. We advise any player or parent with concerns to

wear protective headgear during practices, as this is where most players do the majority of their heading. The current version of the Laws of the Game states that all jewelry is strictly prohibited during games and practices to ensure player safety. Earrings (including studs), necklaces, bracelets, rings, hard hair accessories, and fitness trackers must be removed. Even if earrings are taped or are with band-aids, they constitute jewelry and still are not safe. It does not matter if the player's ears were just pierced or if the last referee allowed them. Referees are required to enforce this rule, and players failing to comply will be ordered to leave the field.

Metal eyeglass frames are allowed if they are safe in the opinion of the referee, during games or Staff Coach at practice. All eyeglasses must be held on by a strap or tape.

REMEMBER: Risk management is a second line of protection for children. As a parent, you must be the first line.

This Parent Player Handbook and the Appendices attached hereto have been approved and adopted by the Board of Directors for Albion Hurricanes F.C., effective as of July 1, 2026, and shall be in effect until otherwise revised, modified, amended or deleted by an affirmative vote of a majority of the Board of Directors.

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APPENDIX A

PLAYER & PARENT EXPECTATIONS

AHFC is committed to player development and providing optimal opportunities for players so that they can succeed at their play level. The Player and Coach expectations are key to achieving our joint goals as well as greatly enhancing the player's overall soccer experience. Please review these expectations prior to accepting your position on the team. By accepting a position on the team, you agree to the player's expectations.

PLAYER EXPECTATIONS

- Attend all practices & come prepared
 - Bring ball, water, & wear AHFC training kit
 - Work hard & follow instructions
- Attend all games
 - Play position requested by the coach
 - Give it your all when on the field
- Be a team player
- Work on your own time to improve

PARENT EXPECTATIONS

- Ensure player attends all practices and games. Notify the coach in a timely manner if your player is unable to attend practice or games
 - If you have a conflict, speak with the coach about potential opportunities to attend other sessions.
- Support individual effort
- Be game ready
 - No coaching during games
 - Absolutely no comments to be directed to the Match Officials
 - Ask questions of coach away from game; DO NOT CONTACT THE STAFF COACH DURING OR DIRECTLY AFTER A GAME, please contact your coach during the week if you have questions or concerns.
- Support tournaments & team functions
- Watch practice from designated viewing areas at each facility
- Do not enter training or field of play to discuss issues with the Staff Coach
 - Please arrange a suitable time to meet
- Drop off your player at least 10 minutes before the session and pick him/her up promptly at the end of practice.

STAFF COACH

- Conduct practices & all training activities
- Coach games
 - Determine who plays, their position, and amount of playing time
- Provide player & parents feedback
 - Highlight positive areas
 - Discuss areas of improvement with recommendations
- Communicate tournaments to attend

TOURNAMENTS

- Participate in all scheduled tournaments
- Follow the Club's Travel Policy for out-of-town tournaments, as well as the host organization's policies.
- Notify Staff Coach and Team Manager immediately if unable to participate in a tournament
 - Once notified, the Staff Coach will select a guest player if deemed necessary for the team

SMALL SIDED DEVELOPMENTAL LEAGUE (SSDL)

PLAYER

- Practice attendance - Attend all scheduled practices and arrive on time.
 - If the player is going to be late, or cannot make practice, please let the Staff Coach know in advance so they can plan accordingly
 - Practice Attendance requirements
 - Bring ball, water, and wear appropriate team gear (AHFC training shirt plus appropriate shorts, socks, and shin guards)
 - Game attendance requirements – Attend all games
 - If unable to attend the game, please contact the Staff Coach as soon as possible. If given notice by Wednesday, this will allow appropriate player movement for the games
 - If the game time is an issue, the Staff Coach may be able to find an alternate game time to meet your schedule
 - If the player is injured, we encourage them to attend the games if possible
 - Game requirements
 - Arrive no later than 30 minutes prior to the game
 - Wear the correct AHFC gear but always bring all uniforms
 - Play position requested
 - Event attendance – Attend all team events which include tournaments, and team pre-season activities. Also included are friendlies when adequate notice
 - Please contact that Staff Coach at least one (1) week in advance if they will not be attending
 - Player fees current – If a player is more than 30 days past due on their fees, they will not be permitted to attend practice or other club activities. For complete payment information, please refer to the Club Finances section of this Parent & Player Handbook.
 - We encourage you to work on your own time to improve

TECHNICAL STAFF (DIRECTORS OF COACHING AND STAFF COACH)

- conduct practices and all training activities
- Coach games – Coaching personnel may vary throughout the season due to logistics
 - Determine who plays, their position, and amount of playing time
- Provide player and parents' feedback
 - Provide written player evaluations twice a year
 - Highlight positive areas and discuss areas of improvement with recommendations
- Determine tournaments to attend and communicate in advance
- Game and Event schedule
 - Provide general season framework
 - Provide details as soon as they become available by the league

PLAYER ESCALATION PATH

Staff Coach → Campus Director → Program Director → General Manager

UNITED SOCCER CLUBS TEAMS (STXCL)
South Texas Eastern Conference (STX CL EC)
Soth Texas Champions League Regional League (STX CL RL)
Nation 1 League (STX CL N1)

PLAYER

Practice attendance – Attend all scheduled practices and arrive on time

- The player may have an opportunity to make up a practice in the event the player cannot attend
 - The Staff Coach should be notified in advance if known conflict
- Bring ball, water, and wear appropriate attire (AHFC training shirt plus appropriate shorts, socks and shin guards)

Game attendance – Attend all games

- The player must contact the coach by Tuesday before any game they cannot attend
 - Missing a game for an unapproved reason may result in player not starting the next game. Unjustified and/or repeated absences may result in reduced playing time or team reassignment
- Game requirements
 - Arrive no later than 45 minutes prior to the game, failure to do may impact the player's play time
 - Wear the correct AHFC gear (always bring all uniforms); failure to do so may impact the player's ability to participate in the game
 - Play position requested

Event attendance – Attend all team events which includes tournaments, showcases, friendlies, team pre- season activities and league events.

- The player must contact the Staff Coach at least one (1) week in advance if they will not be attending. For events that require air travel, a player must contact the Staff Coach at least one (1) month in advance. Approved reasons include but are not limited to immediate family events such as weddings, graduations, births, and illnesses.

Not attending an event for an unapproved reason may result in reduced playing time. Repeated occurrences may also result in game suspensions or team reassignment.

Travel – Abide by the AHFC Travel policy (please refer to the AHFC Travel Policy-Appendix B) and the host organization's policies.

- This includes, but is not limited to, travel arrangements, itinerary, arrival time, hotel accommodations, player code of conduct, and related expenses

Failure to meet any aspects of the travel policy may result in reduced playing time or game suspensions

Player fees current

- If a player is more than 30 days past due on their fees, they will not be permitted to attend practice or other club activities.
 - For complete payment information, please refer to the Club Finances section of the AHFC Parent & Player Handbook

TECHNICAL STAFF (COACH, CAMPUS DIRECTOR, AND/OR PROGRAM DIRECTOR)

- Conduct practices and all training activities
- Coach games
 - Determine who plays, their position, and amount of playing time
- - Provide feedback to players and parents
 - Provide written player evaluations twice a year
 - Highlight positive areas
 - Discuss areas of improvement with recommendations
- Work with player on college placement
- Determine tournaments to attend and communicate in advance
- Game and Event schedule
 - Provide general season framework
 - Provide details as soon as they become available by the league

PLAYER ESCALATION PATH

Staff Coach → Campus Director → Program Director → General Manager

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UNITED SOCCER CLUBS CHAMPIONS LEAGUE (ECRL)

PLAYER

Practice attendance – Attend all scheduled practices and arrive on time

- The player may have an opportunity to make up a practice in the event the player cannot attend due to an approved reason
 - The Staff Coach should be notified in advance if known conflict
- If player is injured, attendance is recommended
- Bring ball, water, and wear appropriate attire (AHFC training shirt plus appropriate shorts, socks and shin guards)
-

Game attendance – Attend all games

- The player must contact the coach at least one (1) week in advance if they cannot attend and must be for an approved reason
 - Missing games for unapproved reasons or without notice may result in reduced playing time, game suspension(s) or team reassignment
- Game requirements
 - Arrive no later than 45 minutes prior to the game; failure to do so may impact the player's starting and playing time
 - Wear the correct AHFC gear (always bring all uniforms); failure to do so may impact the player's ability to participate in the game
 - Play position requested

Event attendance – Attend all team events which includes tournaments, showcases, team pre-season activities and league events. Also included are friendlies when notice of at least one (1) week is provided.

- During the event, whether local, within driving distance or flight, the event is exclusive, and no other activities are permitted unless preapproved by the Staff Coach. This includes, but is not limited to other sports, non-AHFC soccer games, and amusement parks.
- The player must contact the Staff Coach at least one (1) week in advance if they will not be attending. For events that require air travel, a player must contact the Staff Coach at least one (1) month in advance. Approved reasons include, but are not limited to, immediate family events such as weddings, graduations, births, and illnesses. Not attending an event for an unapproved reason may result in team reassignment, reduced playing time or game suspensions

Travel – Abide by the AHFC Travel policy (please refer to the AHFC Travel Policy) and the host organization's policies.

This includes, but is not limited to, travel arrangements, itinerary, arrival time, hotel accommodations, player code of conduct, and related expenses. Failure to meet any aspects to the travel policy may result in team reassignment, reduced playing time or game suspensions

Player fees current

- If a player is more than 30 days past due on their fees, they will not be permitted to attend practice or other club activities.
- For complete payment information, please refer to the Club Finances section of the AHFC Parent & Player Handbook

TECHNICAL STAFF (DIRECTORS OF COACHING AND STAFF COACH)

- Conduct practices and all training activities
- Coach games
 - Determine who plays, their position, and amount of playing time
- Provide player and parents' feedback
 - Provide written player evaluations twice a year
 - Highlight positive areas
 - Discuss areas of improvement with recommendations
- Work with player on college placement
- Determine tournaments to attend and communicate in advance
- Game and Event schedule
 - Provide general season framework
 - Provide details as soon as they become available by the league

PLAYER ESCALATION PATH

Staff Coach → Campus Director → Program Director → General Manager

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ELITE CLUBS NATIONAL LEAGUE (ECNL/ECNL RL)

PLAYER

Practice attendance - Attend all scheduled practices and arrive on time.

- The player will have an opportunity to make up a practice in the event the player cannot attend due to an approved reason. The Staff Coach must be notified at least one (1) week in advance.
- If the player is injured, practice attendance is still required.
- Attendance monthly measurements
 - Missing 1 practice or less - player in good standing
 - Missing 2 practices - player will not start
 - Missing 3 practices - One (1) game suspension
 - Missing 4 or more practices - Offered a position on a team with less commitment requirements

Note: High School and Middle School players' Spring weekday practice attendance will only be measured once their individual school's season is completed. However, throughout High School soccer season, weekend practice attendance will be measured if applicable

- Practice arrival – arrive on time
- Attendance requirements
 - Bring ball, water, and wear appropriate attire (AHFC training shirt plus appropriate shorts, socks, and shin guards)
 -

Game attendance – Attend all games

- The player must contact the coach at least two (2) weeks in advance if they cannot attend and must be for an approved reason
 - Missing a game for an unapproved reason will result in a one (1) game suspension.
 - Missing two (2) games will result in team movement
- If the player is injured, local game attendance is still required
- Game requirements
 - Arrive no later than 45 minutes prior to the game
 - wear correct AHFC gear (always bring all uniforms); failure to do so may impact the player's ability to participate in the game
 - play position requested
 - failure to do any of the above will impact the player's starting and playing time
 -

Event attendance – Attend all team events which includes tournaments, showcases, team pre-season activities and league events. Also included are friendlies when notice of at least one (1) week is provided.

- During the event, whether local, within driving distance or flight, the event is exclusive, and no other activities are permitted unless preapproved by the Staff Coach. This includes, but is not limited to other sports, non AHFC soccer games, and amusement parks.
- The player must contact the Staff Coach at least two (2) weeks in advance if they will not be attending. For events that require air travel, a player must contact the Staff Coach at least one (1) month in advance. Approved reasons include, but are not limited to, immediate family events such as weddings, graduations, births, and illnesses.
- Not attending an event for an unapproved reason will result in one of the following:
 - One (1) or multiple game suspension
 - Offered a position on a team with less or no event commitments

Travel – Abide by the AHFC Travel policy (please refer to the AHFC Travel Policy)

- This includes, but is not limited to, travel arrangements and itinerary, arrival time, hotel accommodations, player code of conduct, and related expenses. Failure to meet all aspects to the travel policy will result in one or more of the following:
- Player not starting
- One (1) game suspension
- Offered a position on a team with less or no travel commitments

Player fees current

- If a player is more than 30 days past due on their fees, they will not be permitted to attend practice or other club activities.
- For complete payment information, please refer to the Club Finances section of the AHFC Parent & Player Handbook

TECHNICAL STAFF (DIRECTORS OF COACHING AND STAFF COACHES)

- Conduct practices and all training activities
- Coach games
 - Determine who plays, their position, and amount of playing time
- Provide player and parents feedback
 - Provide written player evaluations twice a year
 - Highlight positive areas
 - Discuss areas of improvement with recommendations
- Work with player on college placement
- Determine tournaments to attend and communicate in advance
- Game and Event schedule
 - Provide general season framework in June
 - Provide details as soon as they become available by the league
- Travel agenda - Provide an agenda at least one (1) week in advance

PLAYER ESCALATION PATH

Staff Coach → Campus Director → Program Director → General Manager

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ELITE CLUBS NATIONAL LEAGUE (ECNL/ECNL RL) U18/U19

PLAYER

Practice attendance - Attend all scheduled practices and arrive on time.

- The player will have an opportunity to make up a practice in the event the player cannot attend due to an approved reason. The Staff Coach must be notified at least one (1) week in advance.
- If the player is injured, practice attendance is still required.
- Attendance monthly measurements
 - Missing 1 practice or less - player in good standing
 - Missing 2 practices - player will not start
 - Missing 3 practices - One (1) game suspension
 - Missing 4 or more practices - Offered a position on a team with less commitment requirements

Note: High School players' Spring weekday practice attendance will only be measured once their individual school's season is completed. However, throughout High School soccer season, weekend practice attendance will be measured if applicable.

Note: Due to Senior activities, award banquets and other school events, attendance requirements will be relaxed in the Spring.

- Practice arrival – arrive on time
- Attendance requirements
 - Bring ball, water, and wear appropriate attire (AHFC training shirt plus appropriate shorts, socks, and shin guards)

Game attendance – Attend all games

- The player must contact the coach at least two (2) weeks in advance if they cannot attend and must be for an approved reason
 - Missing a game for an unapproved reason will result in a one (1) game suspension.
 - Missing two (2) games will result in team movement
- If the player is injured, local game attendance is still required
- Game requirements
 - Arrive no later than 45 minutes prior to the game
 - wear correct AHFC gear (always bring all uniforms); failure to do so may impact the player's ability to participate in the game
 - play position requested
 - failure to do any of the above will impact the player's starting and playing time

Event attendance – Attend all team events which includes tournaments, showcases, team pre-season activities and league events. Also included are friendlies when notice of at least one (1) week is provided.

- During the event, whether local, within driving distance or flight, the event is exclusive, and no other activities are permitted unless preapproved by the Staff Coach. This includes, but is not limited to other sports, non AHFC soccer games, and amusement parks.
- The player must contact the Staff Coach at least two (2) weeks in advance if they will not be attending. For events that require air travel, a player must contact the Staff Coach at least one (1) month in advance. Approved reasons include, but are not limited to, immediate family events such as weddings, graduations, births, and illnesses.
- Not attending an event for an unapproved reason will result in one of the following:

- One (1) or multiple game suspension
- Offered a position on a team with less or no event commitments

Travel – Abide by the AHFC Travel policy (please refer to the AHFC Travel Policy)

- This includes, but is not limited to, travel arrangements and itinerary, arrival time, hotel accommodations, player code of conduct, and related expenses. Failure to meet all aspects to the travel policy will result in one or more of the following:
- Player not starting
- One (1) game suspension
- Offered a position on a team with less or no travel commitments

Player fees current

- If a player is more than 30 days past due on their fees, they will not be permitted to attend practice or other club activities.
- For complete payment information, please refer to the Club Finances section of the AHFC Parent & Player Handbook

TECHNICAL STAFF (DIRECTORS OF COACHING AND STAFF COACHES)

- Conduct practices and all training activities
- Coach games
 - Determine who plays, their position, and amount of playing time
- Provide player and parents feedback
 - Provide written player evaluations twice a year
 - Highlight positive areas
 - Discuss areas of improvement with recommendations
- Work with player on college placement
- Determine tournaments to attend and communicate in advance
- Game and Event schedule
 - Provide general season framework in June
 - Provide details as soon as they become available by the league
- Travel agenda - Provide an agenda at least one (1) week in advance

PLAYER ESCALATION PATH

Staff Coach → Campus Director → Program Director → General Manager

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APPENDIX B

AHFC TRAVEL POLICY

PURPOSE

The purpose of the establishment of Travel Policy is to enact a uniform system of travel protocols for all Albion Hurricanes FC ("AHFC" or the "Club") player/teams traveling within and outside the State of Texas which will (i) provide a safe means for AHFC teams/players to attend out of town events, (ii) promote AHFC team and individual player development by encouraging individual players to prepare for, travel to and play at out of town event, and (iii) achieve a greater presence and impact of AHFC teams/players at out of town events in order to attain regional and national prominence for the individual player, team, and the Club.

It is essential that all players and parents recognize and understand that traveling to out-of-town tournaments and soccer events are for the purpose of playing soccer. The out-of-town events are not vacations but are designed to be working soccer events.

A. TRAVEL MEDICAL AUTHORIZATION AND RELEASE

In addition to the US Club Soccer Medical Release form, AHFC asks that all players that travel within or outside of the State of Texas, that are not accompanied by a parent or legal guardian, have their parents or legal guardian execute, notarize and deliver to the Team Manager, the AHFC Travel Medical Authorization and Release form promulgated by AHFC. This form allows players to be treated when the parent is not available.

B. OUT OF TOWN EVENTS

The Director of Coaching will approve and determine all events in which the AHFC players and teams will participate during each soccer season (either within or outside the Houston metropolitan area or the State of Texas). Certain out-of-town events will be determined and scheduled by the specific league in which the player/team participates. All out-of-town events will be coordinated through AHFC.

Each team will, at the beginning of each soccer season, be notified by its Staff Coach of the out-of-town soccer events in which each team will be participating during the soccer season. All players and parents should recognize that each player is expected to participate in all soccer events scheduled for the player's specific team (particularly out-of-town events) and should notify the Staff Coach of any potential conflicts.

C. EVENTS WITHIN THE STATE

Travel

Unless otherwise determined by the Directors of Coaching travel to and from out-of-town events within the State of Texas shall be the responsibility of the player. Each team's Staff Coach shall at least one (1) week prior to the event send an Event Itinerary the sets for the team's schedule for the event, which will include, but not be limited to, designated arrival date; mandatory team meals, mandatory team meetings, current game schedule and any other event requirements. The Event Itinerary will specifically designate the arrival date for all the players to arrive at the team's designated hotel. It will be the responsibility of each player to timely check-in with the Team Manager on the designated arrival date prior to the designated arrival time.

The designated arrival time for all players to their designated hotel at all out of town events within the state of Texas is 10:00 p.m., unless otherwise changed by the Directors of Coaching. ALL PLAYERS MUST ARRIVE at their designated hotel prior to 10:00 p.m. on the designated arrival dated. Failure by a player to timely check-in with the Team Manager, may result in disciplinary action that will be imposed by the Staff Coach, which may include, but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

Hotels

The Club has arrangements to provide and be responsible to coordinate and make all out-of-town hotel arrangements for all Club teams attending out of town events. The Club will provide an annual calendar that designates the various out-of-town events and the teams that will be participating in those events. All team/players will stay at hotels as arranged by for out-of-town events, THERE WILL BE NO EXCEPTIONS. The Club encourages, but does not require, players on U14 and above teams to room together at out-of-town events to reduce the cost for each player and to develop player and team bonding.

If team/player/parent make their own hotel arrangement without prior written approval from AHFC, that team or individual will be the subject of disciplinary action by the Club, which may include, but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

D. EVENTS OUT OF STATE

Travel

All out-of-town travel by teams of the Club shall be coordinated and approved by the Club. An AHFC travel representative is responsible to coordinate and make all out-of-town hotel arrangements for all Club teams attending out-of-town events (outside the State of Texas). The Club will provide an annual calendar that designates the various out-of-town events and the teams that will be participating in those events.

The appropriate Director of Coaching and/or Staff Coach will designate expected arrival time for all players at their designated hotel at all out-of-state events, which will be 10:00 p.m. local time, unless otherwise changed by the appropriate Director of Coaching and/or Staff Coach. ALL PLAYERS MUST ARRIVE at their designated hotel prior to 10:00 p.m. on the designated arrival dated. Failure by a player to timely check-in with the Team Manager, may result in disciplinary action that will be imposed by the Staff Coach, which may include, but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event. The appropriate Director of Coaching and/or Staff Coach will designate the expected arrival time at the designated accommodations for all out-of-town events.

If team/player/parent do not arrange their travel with AHFC without prior written approval from the Program or Campus Director, that team or individual will be the subject of disciplinary action by the Club, which may include, but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

Travel and Event Itinerary

As soon as practical, but no later than 7 days prior to the event, the Staff Coach will provide the team with an initial travel Itinerary that will designate the departure and return dates for the out-of-town event. Within 2 days prior to the event, the Staff Coach will provide a Travel and Event Itinerary the sets for the Team's schedule for the event, which will include, but not be limited to, departure and return dates and times; mandatory team meals, mandatory team meetings, current game schedule with arrival times, and any other event requirements. Failure by players to attend scheduled mandatory events will result in disciplinary action as determined by the Staff Coach or the Coach for the event, which may include, but is not limited to sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event.

Airline Transportation

1. All teams/players will travel be responsible for their own airline travel arrangements. ALL PLAYERS MUST ARRIVE on the designated arrival date and check in with their Staff Coach on or before the designated arrival time.

Hotel Accommodations

1. All team/players will stay at hotels as arranged by the AHFC travel representative and designated by the Club for out-of-town events. The players are not required to room together but shall have the option to stay with their parents or legal guardians at the designated team hotel. In certain circumstances, players may be allowed by the applicable Director of Coaching to stay with family in an out-of-town location, but this must be pre-approved by the applicable Director of Coaching. The players must be aware that certain events and leagues require players to stay in designated hotels in order to participate in the event or league activity.

Local Transportation

The Team Manager will assist in the (i) coordination of parent drivers for the local transportation, unless the local transportation includes drivers, and (ii) the payment of any deposits and costs for local transportation at each out-of-town event for their team. It is the intention of the Club that teams should be traveling from the hotel to the fields and back as a team.

Food And Expenses

Each player is responsible for bringing money to pay for all meals while on the road and responsible for managing his or her meal money while on the road. Each player is responsible for bringing a sufficient amount of money to cover his or her food costs for the duration of the trip. Any additional money brought by the player is the player's responsibility to keep and manage. The Travel and Event Itinerary will set forth certain mandatory team meals.

E. TOURNAMENT FEES

Each player on a roster must pay their share of the tournament registration fee for each out-of-town tournament. This is required of all players rostered on the team, including those players that do not choose to attend the tournament (but will not include players that are not attending at the direction of the Club). Likewise, in town tournaments require all rostered players to pay their portion of the team's registrations fee, even if the player is not playing in the tournament.

Guest players are not obligated to pay the tournament registration fee.

F. MEDICATIONS

All prescription medications for unescorted players are to be tendered to the Team Manager with a clear set of written instructions for use by the player. If the player and parents prefer, subject to the age and level of responsibility of the player, and the type of medication, the player may manage their own medication with the prior agreement and approval of the Team Manager.

G. TEAM MANAGER DUTIES

The Team Manager's agrees to abide by the Policies established by the Club and shall have the following duties and responsibilities during out-of-town events:

1. The Team Manager is primarily responsible (or may designate a team parent to undertake or share the responsibility) to fulfill all the duties identified herein (collectively referred to as the Team Manager). The Team Manager is responsible for all tournament paperwork. This paperwork must be kept by the Team Manager at all times while attending the tournament and includes Official Team Roster, Player Information Sheets and Contact Numbers. A Copy of the US Club Waiver should be kept by the Team Manager for all team members in the event of an emergency.
2. The Team Manager, at his/her discretion, may keep and handle all travel documents for unescorted players including tickets and reservation documents.
3. The Team Manager is primarily responsible to ensure that all players unescorted by parents while attending out-of-town events are properly chaperoned in order to have a safe and enjoyable time. Additionally, the Team Manager in conjunction with the Staff Coach's scheduling requirement shall coordinate all team travel
4. At the out-of-town event, the Team Manager will post the Travel and Event Schedule of all team activities which will include game/practice schedules, team meetings, team meals, and any other information the Team Manager deems appropriate. The Team Manager will communicate information from the Staff Coach to the parents on any issue while at an out-of-town event.
5. The Team Manager will meet daily with the Staff Coach regarding team activities, games, meetings, practices, etc.
6. The Team Manager is responsible and will supervise all players unescorted by a parent while not on the field at out-of-town events.
7. The Team Manager should coordinate daily cleaning of uniforms and gear and encourage players to participate in the team's laundry if schedule permits.
8. The Team Manager may assign any number of other adults on any given out-of-town event to assist the Team Manager for the event as the Team Manager may deem necessary.
9. The Team Manager and adult chaperones will not consume alcohol or be under the influence of any drug, narcotic, or controlled substance that has not been legally prescribed while attending out-of-town events. The Team Manager and adult chaperones will not smoke around the players, in the rooms, or on the fields.
10. The Team Manager, as set forth hereinabove, may elect to hold and dispense any prescription medications to unescorted players as needed or elect to allow a player to manage his or her medication while on the road depending on the parents' wishes, the age and level of responsibility of the player, and the type of medication.
11. If needed "study hall" periods will be scheduled by the Team Manager to address any academic work needed to be done by a player traveling without a parent while out of town. Parents of players are responsible to advise the Team Manager of what is required. Attendance by the player to study hall periods if established is mandatory.
12. The Team Manager will make sure that all players are aware of and abide by the "Player Rules of Conduct" whether the player is escorted or not to out-of-town events.

H. PLAYERS RULES OF CONDUCT

All players that travel with the Club whether in state or out of state, either escorted by parent or unescorted, must behave and act in a manner that is respectful and courteous to the Team Managers, Coaches, staff and others during travel on out-of-town events. The Directors of Coaching and/or Staff Coaches reserve the right discipline a player, if that player is behaving inappropriately and detrimental to the safety and welfare of the other players, the team and the Club, which shall include but is not limited to, sending any player home, not allowing the player to participate in the event, or limited or not playing time at any or all games of the event. All players will abide by and act in accordance with the following rules:

1. Good behavior at hotels, restaurants, playing venues, any extracurricular events, and during travel by all players and teams is mandatory.
2. PLAYERS SHALL NOT WEAR THEIR SOCCER CLEATS OR SOCCER SHOES IN THE HOTEL.
3. Players shall not run and yell in the halls or hotel. Players shall not kick or otherwise play with soccer balls in the hotel or hotel rooms. Players shall not play games in hotel elevators. Joy riding elevators and roaming the hotel halls is prohibited
4. Players shall not utilize hotel exercise or fitness equipment without the permission of the Team Manager
5. Players should immediately report any damaged items in the rooms to the Team Manager.
6. Players shall observe all team curfews at all out town events. Players shall be in bed at 10 p.m. and lights shall be out no later than 10:30 p.m. Sleep is essential for optimal mental and physical performance at games. Any exceptions to this rule will be determined by the Team Manager and/or the Staff Coach.
7. No player shall leave the premises of the team hotel or event location unless approved by the Team Manager or other supervising adult or parent. All players must keep the Team Manager, or adult chaperone informed of their whereabouts at all times.
8. The player is responsible to know the daily schedule including game times, meeting times, mealtimes etc. A daily schedule will be posted on the Team Manager room door at the beginning of the day.
9. No "room charges" are allowed to be made by the player for movies, long-distance calls or meals without the express permission of the Team Manager or an adult chaperone
10. No male players are allowed in female player rooms and vice versa unless the Team Manager or an adult chaperone is in the room and permits.
11. No player will have possession of or be under the influence of alcohol, any drug, narcotic, or controlled substance that has not been legally prescribed to that player. The players will not smoke, use vapes, use electronic smoking devices, or use tobacco of any kind.
12. Any valuables brought on out-of-town trips are the sole responsibility of the player.
13. All players who are not accompanied with a parent to an out-of-town event agree to submit to the direction and supervision of the Team Manager or an adult chaperone assigned by the Team Manager.
14. All players and their parents/guardians must have read and shall fully comply with the Club's Travel Policy.

J. EVENT/TOURNAMENT RESPONSIBILITIES

The following are general rules and responsibilities of each player (and each player shall abide by and act in accordance therewith) at any out-of-town event.:

1. Each player should begin to mentally prepare and focus on games the evening before play and be "game ready" by the morning of the game. The out-of-town event is for the purposes of competing in the event and not for leisure. The player should keep this in mind for all out-of-town events. The "trip" is secondary to the games and not vice versa.
2. Eat a light but nutritious breakfast at least 2 hours before the first game of the day. Avoid dairy products. Eating lunch in between games at least 2 hours before the next game (if possible) is essential to maintaining energy levels for multiple game events.
3. Before leaving the hotel, prepare water jugs and gear bags. Have the appropriate uniform, including jerseys (blue, white and black), appropriate color soccer shorts, and appropriate color socks.
4. Arrive to each game no later than 45 minutes before game time or earlier if instructed by the Staff Coach.
5. Each Player is responsible for being aware of the Travel and Event Itinerary. Be aware that Staff Coaches may call for additional practices or team meetings between games during the day. Attendance is mandatory. You are responsible for attending all meetings and any changes in the Travel and Event Itinerary.
6. Cold weather garments should be worn as needed using layering technique. FIFA rules require all sliding shorts have to be the same color as the outer shorts. AHFC players preferring sliding shorts therefore must wear the appropriate color sliding shorts. Upper undershirt gear must likewise be the same color as the team jersey (white, blue or black depending of the color of the jersey). Likewise, certain leagues and events require the players socks to match the team jersey (blue socks for blue jersey).
7. Players are responsible for conducting their own pregame warm ups prior to arrival of the Staff Coach. Adequate warm up and stretching is essential to optimal injury free performance.
8. All players and teams are encouraged to attend other AHFC games on tournament days to offer support and also to visually create a larger presence of AHFC at all out-of-town events.
9. The team should try and eat at least one meal together each day at out-of-town events. The team should try and conduct most of its extracurricular activities together as team when not attending games or practice in order to promote team bonding and safety. The Travel and Event Itinerary shall set forth mandatory team meals, if applicable.

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APPENDIX C

RECOGNIZE TO RECOVER

A concussion can be difficult to recognize on the field. Most occur without a loss of consciousness or an obvious sign that something is wrong with a player's brain function. They can occur at any time throughout games or practice, as a blow to the head or body from contact with the ground, the ball or another player. Working with leading physicians for more than a decade, U.S. Soccer created Recognize to Recover resources that will help coaches, players, parents and referees identify the signs and symptoms of concussion and immediately take action with the appropriate treatment.

RECOGNIZE

Changes in brain functions:

- Unaware of game (opposition colors, score of game, last play)
- Confusion
- Amnesia (does not recall events prior to the hit or after the hit)
- Drastic changes in alertness
- Does not know time, place or date
- Slowed responses to questions or conversation
- Decreased attention and concentration

Mental and emotional changes:

- Depression
- Anxiety
- Anger
- Irritability
- Emotionally unstable

Physical changes:

- Headache
- Dizziness
- Nausea
- Unsteadiness/loss of balance
- Feeling "dinged" or stunned or "dazed"
- Seeing stars or flashing lights
- Ringing in the ears
- Double vision

RECOVER

Remove, Evaluate and Rest are key steps to treating a concussion or other head injury in soccer. When a concussion is identified quickly, it prevents the injury from getting worse and prevents the player from staying off the field for even longer.

Remove

An athlete who experiences a blow to the head or body should immediately be removed for play and should not return to play until he/she is evaluated. When in doubt, the athlete should sit out.

Evaluate

Have a health care professional evaluate the athlete immediately. Do not try to judge the severity of the injury yourself.

Rest

Never rush a return to play. A return to play should only occur after an athlete has been cleared by a medical professional. If you rush the return, a player is at significantly higher risk for more problems in the future.