



Elite 1 Futsal Academy
Policy and Procedure
Manual

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SECTION I – ORGANIZATION POLCIES

ORGANIZATION AND LEADERSHIP OVERVIEW

Elite 1 Futsal Academy, DBA: Elite 1 Futsal Academy, is a community orientated organization supporting competitive Futsal under “Affiliation” with USYF US Youth Futsal. Elite 1 Futsal Academy organization is exempt from Tax under IRS Section 501C (3).

Mission

Player Development focused on individual excellence within a club environment.

Vision

To Provide an environment conducive to the development of players, through quality training, study and competition on and off the field.

Core Values

- To provide quality coaches that engage, challenges, inspires young athletes to reach the highest level in the sport of Futsal.
- To provide the best possible facilities where talented players can access programming to enjoy the sport, to mature and reach their full potential.
- To fulfill civic responsibility by actively participating in community partnerships and activities.
- To encourage and provide support to allow our athletes to achieve academic success.
- To provide a pathway in players, to reach their full potential through Identification. Education and competition.
- To provide an environment where players build character through development of life skills such as time management, responsibility, resilience, sportsmanship, leadership, work ethics and teamwork.
- To provide an environment where open communication between staff, players and parents is encouraged.
- To create a safe environment that contributes to the development of mentally and physically healthy individuals that have self-confidence and respect for themselves and others.
- To provide our membership with a high level of customer service.
- To provide a professional organization that operates under responsible fiscal policies and creates value for our members.
- To create an environment that facilitates the growth of the sport of Futsal and fosters a love of the game.

Purpose

The Purpose of this manual is to provide for the Elite 1 Futsal Academy board, staff, coaches, volunteers, players and parents a guide to the operation and expectations of the organization. The manual does not take away the power and effect of the Club by-laws. And in any area of conflict, the by-laws shall prevail. This manual is intended to be amended frequently to reflect the changes in conditions of Elite 1 Futsal Academy operations.

Administration

Board

The Board of Directors shall be placed in accordance with the by-laws. The Board shall be responsible for administration and development of the Club policies and procedures as well as long-term strategic planning.

Elite 1 Futsal Academy Polies and Procedures

Executive Team

The Executive Director of Coaching and Club Manager are responsible for the overall administrative leadership and management of the club according to the strategic direction set by the board of directors.

Executive Director of Coaching (DOC)

The DOC is responsible for managing and leading the coaching and player development of Elite 1 Futsal Academy programs. As well as running the day-to-day operations of the club's Elite program, Camps and Leagues.

SECTION II – CLUB REGISTRATION AND FISCAL POLCIES

Overview of Club Registration and Fiscal Policies

The following policies are established to ensure that the Club stays a fiscally strong and solvent organization. The club will follow guidelines of US Youth Futsal in regard to registration requirements. While Elite 1 Futsal Academy is a non-profit organization, it must maintain a positive cash flow to ensure the overall operation of the organization, Elite 1 Futsal Academy disclaims financial responsibility for, and shall not assume, nor be held liable for the debts or financial obligation, either expressed or implied, of any member, team, coach, manager or other team official that has not been authorized by the Board.

Registration

All players must be registered with the Club prior to participating in any practice, game or other activity. Registration procedures and policies shall be in accordance with the requirements set forth by this club and she be the responsibility of the registrar.

An exception will be made for a player who is in the process of trying out for a team or will be playing as a guest player.

Registration Fees

A schedule of fees will be determined and approved by the Board each year.

Registration Forms

Registration shall be on the official club online forms approved by the Board. The registration form shall meet the requirements of US Youth Futsal. The form shall have provisions to show that proof of age has been verified at one time and must have medical permission and parental consent for medial treatment, and appropriate registration fees. If any players registration fee is refused by their respective bank the party responsible will receive written notice from Elite 1 Futsal Academy stating that until the current fees are paid their children(s) will be suspended from play until the registration fee is brought up to date.

Proof of Age

Elite 1 Futsal Academy is responsible for maintaining a record of verification of each player's age on his/her registration form, at the players first registration in the Club. In the event that record is lost or in doubt the Registrar may request such proof in writing again. Proof of age documentation shall consist of "Original" or "Certified" birth documentation in the form of a birth certificate, United States Board of Health Record, a Passport a Certificate of Naturalization or an Alien Registration Card issued by the

United States Government, Hospital, baptismal or religious certificates will not be accepted.
Photocopies/Scans will be accepted.

Elite 1 Futsal Academy Polies and Procedures

Payments

There may be situations where Elite 1 Futsal Academy would approve services in exchange for credit for the payment towards club fees. Criteria for approving the situations shall include a demonstrated financial need of the club member and a recognized financial benefit to the club of the service rendered.

Refund Policy

Elite 1 Futsal Academy is a volunteer-based organization funded primarily through registration fees. Teams are assembled and staff hired based upon registrations received. Because of the method of registration required by our affiliation with US Youth Futsal. Costs are incurred by the club items. As such, no refunds will be issued after the team placement is completed. Partial refunds may be issued at the discretion of Elite 1 Futsal Academy Board of Directors. A program may only be granted a partial refund of fees as noted in the "exceptions" section below. Participants in the program assume the risk of changes in personal affairs, health, injury or vacation when they are unable to participate in training sessions, games, trips, programs or special events. All refund requests must be submitted in writing via mail or email to Elite 1 Futsal Academy 512 Roquefort St. New Braunfels TX 78130 or Elite1futsalacademy@gmail.com.

EXEPTIONS

- If you register with the club and we and are placed on an age-appropriate Elite team and accept the position, you will be given a refund only if all the following criteria are met.
 - a. Written refund request by mail, or email is received prior to final team formations.
 - b. The Board of Directors approves your request.
 - c. Any club costs allocated to the player will be deducted from the refund.

The Board reserves the right to deviate from this policy when special circumstances are presented.

Tournaments and Other Expenses

Tournament and other expenses are expected to be paid in full prior to the tournament or the expense is incurred. The Team Coach/Manager or Fiscal coordinator shall estimate the cost of the event. The Expenses will be billed out to each team. After an event an additional invoice will be generated to cover coaching costs.

Insurance

All Elite 1 Futsal Academy Players are covered under a secondary insurance policy through US Youth Futsal, In the event of an injury that may be subject to benefits through the US Youth Futsal player insurance policy. Contact the club admin, for next steps. Any person requesting payment will have to have authorization from the state office and complete an accident form. This is a secondary policy. If you are covered under any other insurance or health care plan, you must first submit it to your primary insurer for payment. After your primary insurer has paid on your claim, you may submit any unpaid or remain balance to this secondary plan for consideration. You will need to submit copies of all invoices and the Explanation of Benefits from your primary insurer with this secondary claim.

SECTION III – Club Operational Policies

Overview of Club Operations

The Club is membership-based organization. Our organization is comprised of players who love to the game. Coaches who educate and mentor our players and volunteers who help in every aspect of the club. And the parents, families and fans who make the club what it is. To ensure all parties understand their roles and responsibilities, the following policies have been established.

Code of Conduct

The Board has established behavior standards to govern coaches, parents, and registered players before, during and after games and during training sessions. The Code of Conduct is applied during home and away games and tournaments and is established to protect the integrity of the organization.

- All Coaches, Players and Parents, will conduct themselves in a manner that represents only the highest standards of sportsmanship. The integrity of the Club will be held in high regard by all coaches, players, parents and others associated with organization.
- Do not address remarks to opposing players, coaches, spectators or referees, except when remarks convey genuine friendship/sportsmanship and respect or are in response to a direct question from the referee.
- Avoid Comments and gestures which express disgust, or disagreement with referee calls/ These are cardable offences. Be aware that coaches, sidelines and players can be carded for unsportsmanlike conduct.
- Displays of Temper will not be tolerated on the field or in the playing area.
- Play against your opponents, not the referee. Worrying and arguing over referee calls can distract players and prevent them from playing at their best. Fewer than one in one hundred referee calls have had any influence on the outcome of the game.
- Treat your teammates with respect. Put the team before yourself.
- Show strong character at all times, even while under pressure or after your team loses. The team will be remembered for their actions on and off the field.
- All team members, including coaches, will shake hands with the opposing team and referee, regardless of the outcome of the game.
- The Club players shall not consume alcohol, illegal drugs, or tobacco/vape products. Any player found to be under the influence of alcohol, drugs will be suspended from the organization until a review by the club admin has taken place.
- The use of tobacco/vape products is not allowed on the playing field at any time. Persons who smoke must do so away from the field of play.
- Coaches, Players, Parents who persist in violating these standards of conduct will jeopardize their standing within the club. Flagrant disregard for rules of play and standards of conduct will result in disciplinary action that include loss of standing, loss of out of state travel privileges, or removal from the club.

Player Development

The Club aspires to develop better players through player-centric education at every level. Through a philosophy that focuses on proper development of our players, instead of the short-term goal of winning a game or a medal.

Our training involves implementing age-appropriate curriculum at the elite level to ensure the best development of players. We believe having the correct focus at each age will allow coaches and parents to work together to help facilitate their players' success. It is a long-term development model aimed at allowing our youth players to maximize their potential and love of the game.

Elite 1 Futsal Academy Policies and Procedures

Player Philosophy

- All players are expected to display and uphold good conduct at all times and have consideration for the coaches, other players and parents. Trustworthiness, consideration for others, fairness, teamwork, leadership and respect are lifetime values. These are principles of good sportsmanship and character. The spirit of competition thrives on rivalry, fair play and the acceptance of the final score.
- As members of Elite 1 Futsal Academy team, all players are expected to act as ladies and gentlemen at all times.
- As representatives of the sport of Futsal, players are expected to learn, understand, and respect the laws of the game and the referees who administer those laws. The decisions of the referees are final.

Player Responsibilities

The players shall be responsible for:

- Dedicating themselves to improving their individual and team futsal skills.
- Giving maximum effort at all times.
- Cooperating with coaches and teammates at all times.
- Being mentally and physically prepared for all practices and games.
- Attending all practices, games, and scheduled team functions.
- Notifying the coaches of any planned absences.
- Arriving promptly to all team functions.
- Obeying rules and regulations set forth by the team, Elite 1 Futsal Academy and US Youth Futsal
- Maintaining a clean and presentable condition of themselves and uniform.
- Effort and Attitude are non-negotiable.

Coaching

A coach has a significant impact on the overall success of the team. The coach shall display and uphold good conduct at all times and the concentration for the players, parents, and officials. Trustworthiness, consideration for others, fairness, teamwork, leadership and respect are lifetime values. That all coaches need to install in all the players.

Coaches Conduct

Generally, in coaching during games, less is more, coaching points are best made to players on the sideline who are not playing when coming off the field. Or going onto the field. They will learn most when they make their own decisions based on what they learned in practice.

- Coaching will occur from the center line to the top of the penalty box.
- Coaches will keep all referees and fellow coach contacts at a very high level of professionalism.
- Coaches will not allow any persons not on the roster in their bench area.

Coach Responsibilities

- Adhering to the conduct and sportsmanship policies set forth in the above sections.
- Attending all meetings as requested by the DOC or Club Representative or designating team representative to attend in his/her absence.
- Reporting any unique incidents involving players, parents, and coaches.

- Managing the affairs of the team with the assistance of the asst. coach (if applicable) and team manager.
- Conducting sufficient number of practice sessions scrimmages to adequately prepare the player for league play and tournament competition. The location and time of practice will be determined by the coach.

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- Ensuring reasonable playing time to every player on the team, however there is no play time guarantee, this is left the discretion of the coach.
- Applying for the team to participate in out-of-town tournaments/events in order to provide a wide range of competitions and challenge the players.

Coach Communication

Meetings

Coaches will have at least one coaches meeting per season. And will include.

- Goals for the season
- Coach and Club Philosophies
- Parent conduct and support expectations
- Tournaments/Events
- Player commitments.

Team/Club Communication

All team communication will come from the Club approved communication app.

Chain of Communication

Team Manger >Coach>Executive DOC>Board

Risk Management

All adults in positions of responsibility or direct contact with members of Elite 1 Futsal Academy who are directly involved with the members of Elite 1 Futsal Academy teams including coaches, asst. coaches referees, team managers board members and any Elite 1 Futsal Academy staff will complete a Risk Management form, and complete annual SafeSport Certification and Background checks.

Confidentiality, Conflict of Interest & Compliance

The purpose of the conflict-of-interest policy is to protect the club's Tax-Exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest to nonprofit and charitable organizations.

Members of the Board of Directors have fiduciary duties to the Club to keep confidential business, financial and other information relating to the affairs of the Club, including that of its donors, and to seal with others fairly and not out of favoritism or for personal advantage.

Conflict Resolution and Discipline

Elite 1 Futsal Academy is committed to promoting a healthy environment for all participants, including players, coaches, team, club officials, referees, parents, family members and fans. Harassment, abuse of any kind, ethical violation and unfair treatment shall not be tolerated.

- Any club member/parent having a grievance which he/she is unable to satisfactorily resolve by direct communication with the individuals involved should contact the next level of authority per the Communication chain of command.
- If this does not result in satisfactory resolution of the situation, the individual may request a hearing before the Board of Directors. The individual must submit a written request to the Board of Directors. The Decision of the Board of Directors is final.

Elite 1 Futsal Academy Policies and Procedures

Disciplinary Procedures

Regardless of level of management (Coach/DOC/Board) involved in resolving the incident, the following procedures shall be followed.

Verbal Counseling

A minimum of two management members responsible (DOC/Coach) shall conduct a meeting with the party involved at which time they will be notified that they are being placed on verbal notice and future allegations will result in additional action. If further incidents occur and "Written Notice" as described below is warranted a minimum of one game suspension shall be enforced, the management members will maintain written documentation of the meeting for future reference if necessary.

Written Notice

Should a second actionable offence occur, the party in question will be provided with written notice, outlining the results of the first meeting with the management members and notifying them of second actionable offence. The written notice shall include:

- a. Nature of the problem
- b. Notification that if the behavior continues and another complaint is lodged, they will be asked to discontinue their relationship with Elite 1 Futsal Academy.
- c. Instructions for appealing the allegations and disciplinary actions to the Board of Directors, should the party in question feel they were unjustly accused, or disciplinary actions were not warranted. Appeal notification should be in writing within two weeks of the written notice.
- d. A copy of the Written Notice shall be provided to the Board.

Termination Notice

Upon receipt of a third actionable offence, the party involved will be asked to discontinue their relationship with Elite 1 Futsal Academy pending review of the allegations. Such notice will be provided in writing and include.

- Nature of the problem
- Notification that the situation will be brought to the Board for review and date and time of that review.
- Notification that the relationship with Elite 1 Futsal Academy is suspended pending Board of Directors review.
- Possible consequences which will be enforced.

Red Cards

Any Elite 1 Futsal Academy coach, player, member, or family member who receives a red card or is ejected from any game will be subjected to a one (1) game suspension for the next scheduled game. (This applies to both league and tournament games) Anyone who receives two (2) red cards during the Futsal Calendar year will be subjected to a three (3) game suspension for the next three (3) immediate scheduled games after the 2nd red card is given. Anyone who receives three (3) red cards in a season will be subject to a disciplinary hearing.

Injury Policy

Please seek medical attention if any injury results in a player temporarily discontinuing their participation. Elite 1 Futsal Academy recommends that players follow the advice of their doctors. A player shall not participate in practice, training or games without written medical release by a duly licensed Doctor of Medicine, Doctor of Osteopathy, Doctor of Chiropractic, a duly listed physician assistant or nurse practitioner. All medical releases shall be turned into the coach, and the manager shall keep the release in the player documentation. Injured players are encouraged to continue to attend team events during their recovery.

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Concussion Guidelines

This should be interpreted and include as part of the overall strategy that aims to educate players, coaches athletic trainers and other Futsal personnel, and as a part of the best management practices that are intended to minimize player risk for complications related to concussion, both short- and long-term and to maximize the length of playing time both in season and over a career. Complications from poorly managed sports concussions within professional sports have been linked to significant functional limitations, increased risk of depression, early onset memory dysfunction and litigation for negligent practices.

This is part of a full spectrum of care that includes preseason player education, baseline neurocognitive testing at appropriate intervals, requiring the athlete to complete a graduated series of exertional challenges needing the athlete to be symptom free in all domains before being cleared to return to play.

Procedures:

- If a player is observed to display signs of suspected concussion (imbalance, disorientation, vomiting) or reports onset of symptoms following a collision (headaches, dizziness, trouble focusing) then the player should be removed from the bench within 10 minutes/first available opportunity within the facility to be evaluated and further observation.
- Observation and Evaluation will be conducted by a member of the clinical staff who has completed some training in the care of concussions consistent with modern guidelines and Club Policies.
- A standardized assessment will occur and should evaluate a number of domains that are often affected by concussion, including cognition, symptoms report, balance and gross neurological status, e.g. the Sports Concussion Assessment Tool (SCAT) – Latest addition.
 - a. Any sign of difficulty or failure prompts a diagnosis of concussion, and the player is not returned to play for that contest. Regardless of test results, loss of consciousness or post-traumatic seizures negates the possibility of returning to play in the current contest or activity.
 - b. If player does not demonstrate difficulties or report symptoms then the player undergoes brief exertional testing followed by second symptom questionnaire and balance testing.
 - c. If a player remains asymptomatic at rest and following exertion the clinical staff would be permitted to use their discretion about permitting the athlete to return to the competition and would do best to consider possible complication factors such as age, concussion history and mechanism/force of the injury.
 - d. Removal from play to a concussion is a clinical decision. As such the athlete is not permitted to ignore or override this decision.
 - e. All players, including those who returned to play, undergo more formal neurocognitive assessment (IMPACT) within 24-48 hours to evaluate delayed onset symptoms that would require action to minimize risk of developing greater refractory symptoms.

No Activity, practice, or game play until all the following conditions are met.

- No symptoms – headache, dizziness, nausea, confusion etc.
- Normal IMPACT test results – scores must return to baseline results.
- Must follow and pass each step of the return to play exertion protocol. Each Step takes one day (5-day minimum process) If any symptoms occur then the injured athlete returns to the previous step.

- a. No Activity – rest until asymptomatic
- b. Light aerobic exercise
- c. Sport specific training
- d. Full-contact drills
- e. Return to Full game play.

SECTION IV – ELITE DIVISION POLICIES

Rules of Play

No team shall have unregistered players. Every player on every team (in this club) shall be member of this club.

General

The rules of play shall be the Laws of Game as published by AMF and FIFA.

Ball Sizes and Duration of Game.

Standard Ball Size is a 4 ball and is heavier than a normal soccer ball at 14oz.

Game Duration: Two 20-minute halves with a 3–5-minute halftime.

Player Equipment

- Proper game and training uniform
- Shin Guards covered by socks (REQUIRED)
- No Jewelry
- Soft Headband/Concussion bands only

Player appearance

Elite 1 Futsal Academy is a professional organization, and players are expected to dress in an appropriate manner. The following guidelines shall be followed by all teams.

Home team; Dark Jersey/Black Shorts/Black Socks

Away team: Light Jersey /Black Shorts / Black Socks

Practice – All players are required to wear the club training t-shirt to practice.

Jersey Numbering system

Age group year which is based on the futsal year starting January 1.

- Odd year: Odd Team Numbers
- Even year: Even Team Numbers

Play Time

- Players are not guaranteed equal play time.
- Players are provided with meaningful play time.
- Meaningful play time varies from game to game – Tournament to tournament – Player to player.

Tournaments

All local and travel tournaments shall be established through the DOC. The DOC will provide an overview each season of the planned travel and local tournaments.

