

ALBION HURRICANES, F.C.

POLICIES AND PROCEDURES

I. ORGANIZATION.

Albion Hurricanes, F.C. (hereinafter referred to as the "Club") 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 collect in fundraising activities and donations. The Club is a member of the South Texas Youth Soccer Association ("STYSA"), the Eastern District Division One Association ("EDDOA"), the Eastern District Super-2 League ("EDS2") and the Houston Youth Soccer Association ("HYSA").

II. TRAINING AND ADMINISTRATION.

The Club was established and operates as a "Trainer" run organization. However, the Club has established an Advisory Board of Directors that is made up of parents of the current players of the Club.

Advisory Board of Directors. The Board of Directors (the "BOD") has established an Advisory Board of Directors ("Advisory Board") who assists in overall operation of the Club. The Advisory Board consists of a maximum of Seven (7) members and maintains certain standing committees chaired by a member of the Advisory Board. The committees are, field maintenance; registration, fundraising and promotions, tournament, uniforms, tryout, website/communications, and junior hurricanes program.

Administration/Registrar. The Club has a full time Administrator/Registrar who is responsible for the day to day administrative functions of the Club and reports directly to the BOD.

Coaching/Training. The BOD has appointed Co-Directors of Coaching that are full-time professionals that oversee all aspects of the boys and girls soccer coaching and training programs for the Club. All coaching and training decisions are the responsibility of the Co-Directors of Coaching.

Boys & Girls Directors. The Co-Directors of Coaching appoint a Boys and a Girls Director. These Directors are full-time professionals that oversee the training of the Boys and Girls soccer programs for the Club. The Trainers for each team report to their respective Directors.

Academy Director. The Co-Directors of Coaching appoint an Academy Director. The Academy Director is a full-time professional that, in conjunction with the Boys and Girls Directors, oversees the training of the Developmental Soccer Program (U-8, U-9, and U-10 players).

Trainers. The Club retains full-time and part-time professional trainers that are responsible for the individual training of each team to which they are assigned.

Team Managers. Team Managers are selected by a combination of the Trainers, Directors and Directors of Coaching. Team Managers shall have a fundamental understanding of the game of soccer, provide a positive and motivated leadership for the team and provide good role models for the soccer players. Team Managers commitments and responsibilities will include supporting the policies of the Club and the decisions of the Club, be responsible to put the team's interests before their own child's interest, act as the head coach, only if a Trainer is not present (any Trainer within the Club will assume full responsibility of a team if the team's primary Trainer is not present), follow all the Trainer's instructions regarding playing time, player's positions, enforce the Club standards of behavior for players and parents, and is required to maintain all rules and policies of the various playing associations which his/her team plays for.

III. PLAYING LEVELS.

The Club provides professional soccer training for both boys and girls at the following age levels; Under 19, Under 18, Under 17, Under 16, Under 15, Under 14, Under 13, Under 12, Under 11, Under 10, Under 9, Under 8, and the Junior Hurricanes Program (Ages 5-7). The Club's soccer programs are divided into three (3) specific program areas, the Junior Hurricanes, Developmental Soccer Program and Competitive Soccer Program.

1. Junior Hurricane Program. The Club maintains a co-educational program for children ages 5 through 7. The players are trained by professional staff trainers once a week on Fridays. Intra-Club games are played between the members of the Junior Hurricanes on Sundays at the Club's home fields. The Junior Hurricanes Program another day of each week.

2. Developmental Soccer Program. The Club provides a developmental soccer program for children that fall within the Under 8, Under 9 and Under 10 age classifications. These players are registered with HYSA and must follow the rules and procedures as set forth by the HYSA for conduct of such play. The Developmental Soccer Program has scheduled training sessions two (2) days per week, with a member of the professional training staff being assigned to each team. In some instances multiple teams will train together during each scheduled training session. The players in the Development Soccer Program are placed on teams at the discretion of the designated team trainer and the directors of the boys/girls divisions, based upon each players demonstrated ability and to ensure an overall balance of players' abilities on each team. The teams in the Developmental Soccer Program will compete against other teams and play games scheduled through HYSA. Each developmental team will be assigned a trainer which will direct the training of each team during the weekly practice sessions. A Trainer from the Club will attend as many "home" games at the Club's fields; however, Trainer coverage at away games is not always possible.

3. Competitive Soccer Program. The Club provides professional training for Division I, Super II, and Division II play for boys and girls within Under 11, Under 12, Under 13, Under 14, Under 15, Under 16, Under 17, Under 18, Under 19 age classifications. All competitive teams are formed through a tryout process and each player is placed on a team at the competitive level determined at the sole discretion of the Trainers, Boys/Girls Directors and the Directors of Coaching. All competitive teams are offered mandatory training sessions two (2) days per week and an optional technical training session one (1) day per week. Division I play is the most competitive level of soccer, and is played through the EDDOA. Super II and Division II soccer is offered by the Club through HYSA and EDS2.

IV. REGISTRATION.

The BOD, with the assistance of the Advisory Board will establish registration forms and procedures, prior to each season. Each player within the Club is required to fully register and submit (either on-line or in written form) a Club Registration Form, a STYSA Registration Form, a legible copy of their birth certificate, and any other information deemed necessary by the Club Registrar. Failure to timely provide all of the necessary registration information will result in the player not being registered with the Club, or being prohibited from training and participating in Club activities. All registration documents shall be submitted only to the Club Registrar by hand, or mailed to the Club. Any delivery of registration materials to any other person will not be deemed delivered to the Club, and may result in a player's inability to be registered.

V. REGISTRATION/CLUB FEES.

1. Payment of Fees. Prior to the registration period for each season, the BOD in conjunction with the Advisory Board, shall establish the Registration and Club Fees for each session and for each program of the Club. Each player shall be responsible to timely pay, in accordance with the payment structures established by the Club, the appropriate Registration Fee and Club Fees for the program in which that player participates. All fees shall be paid either on line, by mail to the Club, or by hand delivery to the Club Registrar only. Payments shall not be tendered to trainers, team managers, or any other persons without the express written consent of the Club. Registration Fees, Club Fees, and Uniform Costs are due after team formation. Failure to timely pay the registration fee will result in the player not being registered on a team.

Club Fees for the fall/spring season shall be paid either in full on or before July 1, or in seven (7) monthly installments, unless otherwise agreed, in writing, by the Board of Directors. THERE ARE NO EXCEPTIONS TO THIS POLICY. Each monthly installment is due on or before the 1st day of each month (July, August, September, October, November, December and January) and is considered delinquent after the 15th of each month. All accounts must be paid in full by January 31st. Each player is responsible for the timely payment of all 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 competition 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 Team Trainer at the time the player is offered a position on a team and approval must be provided in writing from the Club. Absent written approval by the Club, the Player will be responsible for Club Fees for the entire Fall/Spring Season.

2. Refund Policy. All Registration Fees are Non-Refundable. There are no refunds of Club Fees. If a player is unable to participate due to injury there will be no refunds and the player is obligated to complete the payment of all dues for the fall/spring season. ANY EXCEPTIONS TO THE REFUND POLICY SHALL BE AT THE SOLE DISCRETION OF THE CLUB, AND WILL BE DETERMINED ON A CASE BY CASE BASIS BY THE BOD.

3. Tournament Fees and Expenses. Tournament Fees and trainer expenses for tournaments are handled on a team-by-team basis, as coordinated 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, trainer travel expenses, if applicable, and any and all other costs. ALL FEES RETURNED TO ANY TEAM BY HYSA OR EDDOA SHALL BE IMMEDIATELY RETURNED TO THE CLUB AND SHALL NOT BE USED FOR A TEAM'S TOURNAMENT FEES, TRAINER'S EXPENSES, OR EXPENSES OF ANY KIND. Failure by any team to not return the EDDOA or HYSA refunds will result in the team and its members being assessed the amount of the refund.

4. Premier League Expenses. Division 1 Teams that become eligible and play in the Premier League will be required to travel to Austin, San Antonio and Dallas to play Fall Season games. The Club will pay for all travel expenses for the Team Trainer(s) associated with the Premiere regular Fall Seasons games.

VI. FINANCIAL ASSISTANCE.

The Club provides Financial Assistance to qualified players that are playing in the Competitive Soccer Program (U11-U19). In order to qualify for financial Assistance, a player's parent(s) must submit a written request for the Financial Assistance with the child's registration application which, in addition to requesting consideration for either a full or partial Financial Assistance, 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 and approved by the BOD. **THERE WILL BE NO FINANCIAL ASSISTANCE WITHOUT**

THE SUBMISSION OF A WRITTEN REQUEST AND WRITTEN APPROVAL BY THE BOD. Granting or denying such Financial Assistance request, the BOD shall not only weigh the not-for profit objectives of the Club, but shall be also mindful of the policies of the EDDOA, HYSA, UIL and any other organizations.

Any player that has requested Financial Assistance **must pay** the Registration Fee and Uniform Fee prior the approval of the Financial Assistance request by the Club. Additionally, all Financial Assistance players must attempt to seek sponsorships and will be provided with sponsorship packets by the Advisory Board. Any player that does not make a good faith effort to obtain sponsorship shall be denied further Financial Assistance.

VII. UNIFORMS AND EQUIPMENT.

1. **Uniforms and Equipment.** Players must furnish and will not be allowed to train or compete without shin guards or proper soccer shoes. The Club will designate a specific uniform on a yearly basis to be worn by each player on a team. The uniform will be a two (2) year uniform, which will be used by the Club for two (2) successive fall/spring seasons. The 2004/2005 season shall be designated as the beginning of the two (2) year uniform cycle. Each player is responsible for the payment of all uniform costs. All uniforms will be ordered through the Club and the person or committee designated by the Advisory Board of Directors. The Team Managers shall coordinate and order all uniforms through the Club and in accordance with the procedures promulgated by the Club.

The uniforms for the Club are manufactured by Addidas. The primary uniform for the Club is a Royal Blue Jersey (white numbers and logo), Royal Blue Shorts, and White Socks with Royal Blue Horizontal Stripes. The secondary uniform is a White Jersey (royal blue numbers and logo), Royal Blue Shorts, and White Socks with Royal Blue Horizontal Stripes.

There will be **no** modification or additions to the Club uniform without the prior written consent of the BOD. 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 the wearing of the proper Club uniform.

VIII. CLUB LOGO AND NAME.

The use in any manner of the Club's name or logo is **strictly prohibited** without the prior written authorization of the BOD.

IX. FUNDRAISING.

All teams are encouraged to solicit sponsors and conduct fundraising efforts to offset their Club and Travel expenses. All fundraising efforts that in any manner utilizing the name of the Club, Club Logo, or Club facilities must be approved, in writing, by the Board of Directors prior to any type of Fundraising activity. Because the Club maintains its status as a non-profit organization, there are guidelines that each team or person must be aware of to insure that the Club does not jeopardize its non-profit status. No person or team may undertake any fundraising activities that in any manner, as determined at the sole discretion of the Board of Directors, conflicts with similar efforts organized by the Club.

The Club does have certain events through the year that allow the Club and the teams the opportunity to create fundraising efforts.

1. The Albion Memorial Day Cup (May), a tournament for all teams from U-9 through U-18 (boys and girls). Advertising sales for the Tournament Program, whereby a large portion of all sales are refunded to the team or player.
2. A golf tournament (April/May), a four person scramble plus a reception, raffle and awards ceremony.

X. PARENT AND PLAYER CONDUCT.

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

1. **CONSUMPTION OF ALCOHOLIC BEVERAGES AT THE CLUB'S FIELDS, DURING MATCHES, WILL NOT BE TOLERATED.**
2. **SMOKING OR THE USE OF TOBACCO PRODUCTS IS NOT ALLOWED ON OR NEAR THE TRAINING FACILITIES OR PLAYING FIELD.**
3. **THE CLUB WILL NOT TOLERATE LOUD, CRUDE, PROFANE, VULGAR, ARGUMENTATIVE, BELLIGERENT BEHAVIOR OR LANGUAGE.**
4. **THE CLUB 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.

5. ONLY WORDS OF ENCOURAGEMENT SHOULD BE EXPRESSED FROM THE SIDELINES. THE COMMENTS FROM THE SIDELINES SHOULD BE RESTRICTED TO NON-COACHING COMMENTS 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 SIDELINE BEHAVIOR WHICH COULD LEAD TO THE EXPULSION OF THE PLAYER'S PARENTS AND/OR THE MEMBER. UNACCEPTABLE BEHAVIOR CAN ALSO IMPACT A CHILD'S SELECTION AT TRY OUTS.

6. THERE ARE TWO SPECIFICALLY DEFINED OFFENSES WHICH A PERSON SHOULD BE AWARE, ABUSE AND ASSAULT, AS ABUSE IS DEFINED BY STYSA 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 BY STYSA 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 INFLECT 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."

ABUSE OR ASSAULT AGAINST ANY PERSON IS GROUNDS FOR DISCIPLINARY ACTION BY THE CLUB, HYSA, AND/OR STYSA.

PARENTS SHOULD ALSO BE AWARE THAT THE CLUB'S AFFILIATION WITH HYSA AND STYSA SUBJECTS THE CLUB TO MONETARY FINES FOR VIOLATIONS INCLUDING IMPROPER CONDUCT, PLAYERS NOT WEARING THE OFFICIAL CLUB UNIFORM, AMONG OTHERS. IT IS A POLICY OF THE CLUB THAT ANY PLAYER, COACH, PARENT OR SPECTATOR AFFILIATED WITH THE CLUB WHO CAUSES THE CLUB TO INCUR SUCH A FINE, SHALL WITHIN TEN (10) DAYS AFTER BEING NOTIFIED IN WRITING BY THE CLUB, REPAY TO 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 DEFINITE SUSPENSION OF THE PERSON AND THEIR CHILDREN IN PARTICIPATING IN ANY AND ALL ACTIVITIES OF THE CLUB.

6. ALL PARENTS AND PLAYERS ARE SUBJECT TO THE RULES PROMULGATED BY STYSA, HYSA, EDDOA, AND ED SUPER TWO. 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.

XI. TOURNAMENTS.

The Co-Directors of Coaching, in conjunction with the Directors of Training and Academy Director will determine, recommend, and approve all tournaments and out of town events that each team will attend for the upcoming season. No team will compete in a tournament or other organized event without the express written permission of the Co-Directors of Coaching.

XII. TEAM TRAVEL.

All out of town travel by any team or teams of the Club shall be coordinated and approved by the Club. The Board of Directors shall appoint a Club Travel Coordinator ("CTC") to oversee and coordinate all out of town travel by teams from the Club, which includes, but is not limited to, tournaments, showcase events, and Division 1 Premier League travel. The activities of the Club Travel Coordinator shall be subject to the review and limitations as determined by the Board of Directors.

The CTC will be solely authorized and responsible to coordinate and make all out of town travel arrangements (including transportation and hotels) for all Club teams attending out of town events. Considerations made by the CTC will include, convenience to tournament venues, affordability, safety, reliability and quality of service.

The Co-Directors of Coaching, in conjunction with the Advisory Board, will develop Travel Guidelines and Rules, which shall be adopted and approved by the Board of Directors, that all players and Team Managers shall comply with during all out of town travel. Failure by any player or Team Manager to conduct themselves in accordance with the Travel Guidelines and Rules promulgated by the Club may result in failure by the player or Team Manager to participate in out of town events and could lead to expulsion of the player from the Club if there is a continuous pattern of violation of the Travel Guidelines and Rules.

XIII. AMENDMENTS.

The policies and procedures of the Club shall be in effect until otherwise revised, modified, amended or deleted by an affirmative vote of a majority of the Board of Directors of the Club.

WHEREFORE, The foregoing Policies and Procedures have been approved, adopted and ratified by the unanimous consent of the Board of Directors of Albion Hurricanes, F.C., on the 6th day of September, but shall be effective as of July 1, 2005.