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| STANDARD OPERATING PROCEDURE |
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NB AJAX Soccer Club

AJAX Executive Board

[nbajax@live.com](mailto:nbajax@live.com)

**TABLE OF CONTENTS**

**1.0 SCOPE 3**

**2.0 OPERATIONS 3**

**3.0 MISSION STATEMENT 3**

**4.0 NB AJAX AFFILIATIONS 4**

**5.0 AJAX ORGANIZATION MEMBERS 4**

5.1EXECUTIVE BOARD

5.1.1 PRESIDENT

5.1.2 EXECUTIVE VICE PRESIDENT

5.1.3 REGISTRAR

5.1.4 SECRETARY

5.1.5 TREASURER

5.1.6 SELECT PROGRAM DIRECTOR

5.1.7 ACADEMY & JUNIOR SELECT PROGRAM DIRECTOR

**6.0 STAFF & VOLUNTEERS 7**

6.1 OFFICE ADMINISTRATOR

6.2 ASSISTANT TO THE DIRECTORS

6.3 SELECT PROGRAM AND STAFF COACHES

6.4COMMITTEES AND COMMITTEE CHAIRS

6.3.1 COMMITTEE: SCHOLARSHIP

6.3.2 COMMITTEE CHAIR: SPONSORSHIP

6.3.3 COMMITTEE CHAIR: FUNDRAISING

**7.0 GAME DAY PERSONNEL 9**

7.1 GAME DAY ON-SITE COORDINATOR

7.2 REFEREES

7.2.1 REFEREE FEES

**8.0 COMMUNICATION 11**

8.1 CLUB COMMUNICATION

8.2 TEAM COMMUNICATION

8.3 24-HOUR RULE

**9.0 LEAGUE & TEAM INFORMATION 12**

9.1 LEVELS OF PLAY

9.1.1 ACADEMY

9.1.2 DIVISION II

9.1.3 SUPER II

9.1.4 DIVISION 1

9.1.5 US CLUB

9.2 CLUB FRAMEWORK / CURRICULUM

9.3 AGE GROUPS

9.4 SEASON

9.5 LEAGUE GAME FREQUENCY

9.6 TEAM STANDINGS

9.7 TRAINING

**10.0 REGISTRATION & CLUB INFORMATION 14**

10.1 AJAX ANNUAL FEE

10.2 INSURANCE AND MEDICAL INJURIES

10.3 FIELD CARE

10.4 UNIFORM KIT

10.5 TEAM FORMATION

10.5.1 PLAYER PLACEMENT

10.6 PLAYER REGISTRATION

10.7 MEDICAL RELEASE FORM

10.8 REFUNDS OR INSTALLMENT ADJUSTMENT – ANNUAL FEES

10.9 REFUNDS – TOURNAMENTS

**11.0 ROLES & RESPONSIBILITIES 18**

11.1 PLAYERS

11.2 PARENTS

11.3 TEAM MANAGERS

**12.0 LEAGUE POLICIES 21**

12.1 ZERO TOLERANCE

**13.0 AJAX CLUB POLICIES 20**

13.1 COACHING EDUCATION

13.2 LEAGUE GAME RESCHEDULING

13.3 TRAINING SESSIONS

13.4 FIRST AID

13.5 EMERGENCY ACTION PLAN

13.6 FUNDRAISING

13.7 WEATHER

13.8 LIGHTNING DETECTOR

**14.0 COMPLAINTS AND PROTESTS 23**

14.1 COMPLAINTS

14.2 REFEREES

14.3 GAME PROTESTS

**1.0 SCOPE**

This document provides explanations, descriptions, & instructions adopted by the NB AJAX Soccer Club, LLC (AJAX) to promote the sport of soccer within our community, & based on the guidelines established by the NB AJAX Bylaws. This document can be more or less detailed & comprehensive than the AJAX Bylaws, however, it establishes guidelines for the administration of the club. While these operating procedures should apply to most situations encountered throughout the year, no document can anticipate every possible circumstance that can come about. It is possible for unique circumstances to arise that are not covered by the operating procedures or require a waiver from the published operating procedures. Any special request should be discussed with a relevant NB AJAX Executive Board member where “relevant” refers to the description of the Executive Board of Directors responsibilities defined in the NB AJAX Bylaws. The NB AJAX Executive Board members will investigate the request & will either:

* recommend to the NB AJAX Executive Board a course of action for the requests within his/her area of responsibility; or
* determine that the request is really the domain of another NB AJAX Executive Board member & pass the request to the correct NB AJAX Executive Board member; or
* determine that the request is wider than the scope of responsibility of any single Executive Board member & will bring the request to the attention of the entire Executive Board.
* The Directors will coordinate with the NB AJAX Executive Board on items as needed to keep all parties in the loop, as well as to have support in more day-to-day needs.

**2.0 OPERATIONS**

NB AJAX Soccer Club, LLC (AJAX) is a 501c(3) non-profit organization that operates in the City of New Braunfels, Texas & in Comal County. AJAX offers youth ages 7 to 19 the opportunity to participate in our soccer program.

**3.0 MISSION STATEMENT**

The NB AJAX Soccer Club mission is to instill in our players a life-long love of the game of soccer. AJAX does this by promoting a high degree of individual technical expertise with each player. Our players utilize their talent to make teams successful.

**4.0 NB AJAX AFFILIATIONS**

* US Soccer Federation (USSF)
* US Youth Soccer Association (USYS)
* South Texas Youth Soccer Association (STYSA)
* Western District Designated Operations Association (WDDOA)
* Alamo Area Youth Soccer Association (AAYSA)
* Capital Area Youth Soccer Association (CAYSA)
* US Club (USC)
* National Premier League (NPL)
* New Braunfels Youth Soccer Association (NBYSA)

**5.0 AJAX ORGANIZATION MEMBERS**

5.1 Executive Board

The NB AJAX Executive Board is the governing board of the club & is responsible for the internal structure & policies. The NB AJAX Bylaws & Constitution can be found on the Documents & Forms page on our website at [www.nbajax.com](http://www.nbyouthsoccer.com).

5.1.1 President

* Presides over the AJAX Executive Board meetings & would cast the tie-breaker vote if needed.
* The President signs contracts with the Treasurer & oversees any needed audits of the AJAX financials
* The President is responsible for oversight of the Board, paid Directors, Assistants to the Directors, and paid staff & operations for the club.
* The President goes to meetings as the AJAX representative, sends out club wide communication when needed, & is the person to contact for issues with the staff, club, board, or any other issue a member feels hasn’t been resolved by staff.
  + The Executive VP or Directors can fill in.

5.1.2 Executive Vice President

* The Executive VP is in charge when the President is or cannot be & with that presides at Executive Board meetings & casts the deciding vote in a tie, when the President cannot attend or vote.
* The Executive VP assists the treasurer in preparing & overseeing budgets.
* The Executive VP will work with the Office Administrator and will serve as the direct supervisor for the Administrator.
* The Executive VP maintains the NB AJAX By-Laws, Constitution, Rules & Procedures, & would submit any proposed changes to the Governing Board
* The Executive VP can also send out communication to the club & represent AJAX at meetings & gatherings when needed.

5.1.3 Registrar

* The Registrar is responsible for making sure that the Office Administrator has all AJAX players properly registered with the appropriate league & membership organization. This would include an understanding of all registration requirements & rules for each league & association, & in whatever registration software is required for that league.
* The Registrar helps the Office Administrator to provide all needed info on player cards, rosters & registration to staff, Team Managers, leagues, Board members, etc. as needed.
* The Register goes to meetings as an AJAX representative & can be asked to send out club wide communication on registration matters.

5.1.4 Secretary

* The Secretary records the minutes of the Governing Board meetings & provides copies of each month’s minutes for each Board Member; as well as maintaining the AJAX records.
* The Secretary presides over the arbitration process as needed & serves as the parliamentarian at all NB AJAX Board meetings.
* The Secretary keeps records of current NB AJAX Board Members & is the chair of the Nominating Committee.
* The Secretary handles notification for all changes to the By-Laws or Constitution & sets the time, date & meeting place for the General Board Meeting in May.
* The Secretary goes to meetings as an AJAX representative & can be asked to send out club wide communication on meeting or documentation matters.

5.1.5 Treasurer

* The Treasurer is responsible for overseeing all financial accounts & keeps a detailed record in accordance with accepted accounting principles.
* The Treasurer, with the Executive VP prepares & oversees the annual budget
* The Treasurer prepares a financial report to the AJAX Executive Board Meetings.
* The Treasurer will also provide the appropriate report to any member requesting financial information for AJAX
* The Treasurer goes to meetings as an AJAX representative & can be asked to send out club wide communication on financial matters.

5.1.6 Select Program Director

* As the Select Program Director, this position helps recruit new coaches to AJAX, as well as oversee the staff in all matters, along with the Academy & Junior Select Program Director, and the President
* Assists coaches with team formation & management through referral of players to teams, recruiting of players, as well as training sessions, monthly meetings, & oversight as needed.
* Advise coaches of coaching education courses & career advancement
* Assists the President in public relations for AJAX, as well as coordinates information for the website, handbook, & local news sources.
* Meetings Mon/Wed 1PM and available all weekends.
* Attend meetings as an AJAX representative & can be asked to send out club wide communication on club matters.
* Carry out other duties as required by the NB AJAX Executive Board.

5.1.7 Academy & Junior Select Program Director

* As the Academy & Junior Select Program DIrector, this position helps recruit new coaches to AJAX, as well as oversee the staff in all matters, along with the Senior Select Program Director, and the President.
* Assists coaches with team formation & management through referral of players to teams, recruiting of players, as well as training sessions, monthly meetings, & oversight as needed.
* Advise coaches of coaching education courses & career advancement
* Maintains a map of all available / playable soccer fields at Weston Sports Complex and NB Middle School, & inspects the fields & field equipment as needed for safety & maintenance.
* Ensures that the club is in compliance with the Academy State curriculum submission requirements.
* Assists the President in public relations for AJAX, as well as coordinates information for the website, handbook, & local news sources.
* Meetings Mon/Wed 1PM and available all weekends.
* Attends meetings as an AJAX representative & can be asked to send out club wide communication on club matters.
* Carry out other duties as required by the Governing Board.

**6.0 STAFF & VOLUNTEERS**

6.1 Office Administrator

* AJAX contracts with a full-time Office Administrator
* The Office Administrator performs all administrative tasks of the club on a day-to-day basis, Team Managers, & NB AJAX Executive Board Members for registration information.
* Sends communication to the members about administrative needs, required documents, paperwork & payments, as well as maintains the club calendar.
* Ordering spirit wear for the members & coach’s gear and will work with any volunteers who want to work in this area.
* Oversees all Team Managers, field office volunteers, as well as works with the committee chairs for Information, Sponsorship, & Fundraising.
* Works directly for & reports monthly to the NB AJAX Executive Board at the board meetings. The Office Administrator will work directly with the Executive VP who will serve as the direct supervisor for this position.
* Maintains social media
* Carry out other duties as required by the Governing Board.

6.2 Assistants to the DIrectors

* The Assistants to the DIrectors will assist the Senior Select Program & Academy and Junior Select Program Directors in the day-to-day operation of the club..
* Attend meetings on Mon/Wed 1PM & and must be available all weekends. Can also attend board meetings as needed.
* Can be asked to send out club wide or team communication on club matters as instructed by either Director or the NB AJAX Executive Board.

6.3 Select Program & Staff Coaches

AJAX Select Program & Staff coaches are paid professionals at all levels of play. This includes all teams registered with AJAX, including, but not limited to Division IV, III, II, Super II, D1, SCL, Regional Premier or US Club. Duties for all of the coaching staff are below, but not limited to:

* Obtain a Kid-Safe Badge after successfully completing a background check
* Obtain a certificate from Safe Sport course.
* Obtain a certificate from Head’s Up Concussion course.
* Hold parent meetings with the team manager.
* Plan and conduct training sessions for assigned teams during the year.
* Be available to attend as many regularly scheduled season games each weekend as possible, this includes coaching teams other than his/her own & Academy teams on games days, as needed.
* Be available to attend approved tournaments both locally & out of town. To cover as many teams as possible, trainers may be required to attend team games for teams other than their own.
* Be available to answer questions; resolve problems, etc. with team members and/or their parents.
* Wear AJAX branded coaching gear at all times when representing AJAX.
* Develop as a soccer trainer through national coaching courses & clinics.
* Coaches are to act in a professional manner at all times, toward players, parents, coaches & referees at AJAX and all others. Coaches are to represent AJAX at all times and strive to develop all AJAX players
* Carry out other duties as required by the Directors or the NB AJAX Executive Board.

6.4 Committees and Committee Chairs (appointed by the Executive Board)

6.4.1 Committee: Scholarship

* Made up of all NB AJAX Executive Board members - excluding the Senior Select Program and Academy and Junior Select Program Directors.
* Help develop & implement a scholarship program
* Communicate with the Office Manager about awards, applications, etc.
* Develop the Scholarship Application & make sure the Office Administrator has the most up to date version
* Answer questions from the Office Administrator in reference to applications or applicants.
* Set the annual scholarship fund amount & maintain an up-to-date total of awards given; communicate with the Office Administrator about these items.
* Work with Assistant to the Directors and the Office Administrator to update needed scholarship information on the AJAX website
* Report to full NB AJAX Executive Board about the above

6.4.2 Committee Chair: Sponsorship

* Serve as liaison between AJAX & all sponsors
* Help develop & implement a sponsorship program
* Offer a desirable sponsorship program to local businesses
* Identify potential sponsors & establish contact
* Assist Business Manager in contacting potential sponsors to obtain their support
* Collect sponsorship data & fees
* Work with Information Committee Chair to update needed sponsorship info on the AJAX website
* Work with AJAX Board to recognize sponsors for donations

6.4.3 Committee Chair: Fundraising

* Coordinate fundraising activities
* Serve as liaison between AJAX & fundraising groups
* Coordinate activities for volunteers
* Create & oversee a fundraising committee
* Represent AJAX at monthly Board & GBM meetings

**7.0 GAME DAY PERSONNEL**

7.1 Game Day On-Site Field Coordinator

The duties of the Game Day On-Site Field Coordinator are extremely important as they are a direct representative of the Executive Board. Furthermore, it is their duty to enforce all rules & regulations as prescribed by the AJAX affiliates. Below is a list of duties entrusted to the Game Day On-Site Field Coordinator.

* Has access or keeps a copy of the rules while working at the fields.
* Helps enforce the rules of the league or tournament.
* Observe all assigned games and be available in case of injury or any other issues
* In the event of injuries that are deemed necessary, contact EMS.
* Addresses fan behavior as needed or requested by the referees, coaches, or other fans.
* Report any issues involving the game or spectators to the AJAX Executive Board and NBYSA Executive Board.
* In the event that a coach is ejected from the game (red card) and refuses to leave the area or there are any other issues with unruly, hostile, or abusive spectators – the On-Site Field Coordinator will contact the NBYSA Director of Referees. The NBYSA Director of Referees will make the decision whether to involve the proper authorities.
* In the event of severe weather or other emergency, notify the Director of Referees or other AJAX or NBYSA board members to get authorization to delay or suspend games.
* Assist in evacuating the fields if games are suspended to ensure the safety of all players and spectators.

7.2 Referees

The main role of a Referee is to make sure that the Laws of the Game are being followed by all players. A Referee will explain rules as needed & ensure that all participants understand the rules. Referees make calls regarding when rules are broken & assess penalties. Referees will stop games as needed to ensure player safety or handle other needs. All referees will be certified by the appropriate certifying entity. Duties assigned to the Referees are below, but are not limited to:

* Conduct an inspection of equipment to make sure that it meets all the specifications of the AJAX affiliates, as well as all safety requirements. This includes, but is not limited to, checking ball pressure, shin guards, shoes, jewelry, etc.
* Responsible for all circumstances, on & surrounding the field of play, from the conference with coaches until the Referees leave the field. The Referee’s authority is absolute during this duration.
* Shall make sure that game cards for games that he/she has officiated (that require a game card) are left in the properly designated place.

7.2.1 Referee Fees

To stay current and competitive with other clubs in the area, fees will be evaluated annually. The below fees are subject to change with a vote by the AJAX Executive Board & NBYSA Executive Board.

U7/U8 – Center Referee $20

U9/U10 – Center Referee $25 and Assistant Referees $15.00

U11/U12 - Center Referee $40 and Assistant Referees $25

U13-U14 - Center Referee $50, 30

U15-U16 - Center Referee $60, 35

U17-U19 - Center Referee $65, 40

Standby (all age groups) - $15

**8.0 COMMUNICATION**

In order to ensure players and families receive current information in an expeditious manner, AJAX uses electronic methods (email & text), the LEAGUE APPS PLAY mobile phone app & social media. AJAX treats player & family personal information in a confidential manner & does not provide email distribution lists to external or Third-Party groups.

8.1 Club Communication

All parents must download the LEAGUE APPS PLAY mobile phone app to gain access to the club and/or team schedule & communication. Club-wide communication is handled by the NB AJAX Executive Board, Directors, Assistant to the Directors or Office Administrator. Emails & texts will be used primarily, along with the chat feature in the LEAGUE APPS PLAY mobile phone app. Emails may come through the League Apps registration system or personally from the Office Administrator email.

8.2 Team Communication

Coaches & Team Managers are the primary source for information & communication for each team. Parents & players should first communicate with their coach & team manager regarding player injuries, player schedules, & other topics. If the issue isn’t resolved, the communication can then be sent to the Directors, Assistants to the Directors, the Office Administrator or the NB AJAX Executive Board.

8.3 24-Hour Rule

AJAX enforces the 24-Hour Rule which requires 24 hours to elapse after games or training sessions before parents are allowed to communicate with the coach to address issues, complaints, or concerns. AJAX established this rule to allow emotions to settle before issues are communicated with the coach via phone, email, or during a meeting. Soccer specific issues should be communicated to the coach, not the Team Manager. Thereafter, issues may be escalated to a Directors of Coaching, the Assistants to the DIrectors, the Office Administrator or AJAX President.

**9.0 LEAGUE & TEAM INFORMATION**

9.1 Levels of Play

AJAX places teams in the following Divisions:

9.1.1 Academy (Recreational, U7-U10)

Teams will be rostered to participate in an inter-association league with an applicable league. Tryouts or recruiting is specifically prohibited; however, player placement on appropriate teams will be conducted. All players who register for the Academy program are required to play, unless the roster no longer has a player slot available.

9.1.2 Division II (Competitive, U11-U19)

Teams will be rostered to participate in an applicable inter-association league (as determined by NBYSA). Tryouts, invitations, recruiting, or any like process to roster players to a team on the basis of talent or ability is permitted.

9.1.3 Super II (Competitive, U11-U19)

Teams will be rostered to participate in an inter-association league within WDDOA. Tryouts, invitations, recruiting, or any like process to roster players to a team on the basis of talent or ability is permitted.

9.1.4 Division I (Competitive, U11-U19)

Teams will be rostered to participate in an inter-association league within WDDOA or STYSA. Tryouts, invitations, recruiting, or any like process to roster players to a team on the basis of talent or ability is permitted.

9.1.5 US Club (Competitive, U11-U19)

Teams will be rostered to participate in an inter-association league (National Premier League) within US Club. Tryouts, invitations, recruiting, or any like process to roster players to a team on the basis of talent or ability is permitted.

9.2 Club Framework/Curriculum

There is a published club framework which all coaches must adhere to during the seasonal year. This framework can be found on our website at [www.nbajax.com](http://www.nbajax.com). This framework outlines the basics of the AJAX training & game philosophy. Individual team training sessions & game day tactics are at the discretion of the head coach.

9.3 Age Groups

A player’s age group will be determined by the player’s birth year per the age group chart published by the US Soccer Federation. AJAX cannot allow players to play down into a lower age group than their mandated true age group (USYS, STYSA, & USC rules prohibit play downs). However, AJAX may allow players to play up as determined by the head coach with approval from both Directors.

9.4 Season

AJAX typically participates in leagues with annual seasonal schedules (June to May). AJAX’s training season is from July (optional for players to attend), August to May (required for players to attend).

9.5 League Game Frequency

AJAX participates in leagues which typically schedule 8-20 matches per seasonal year. The number of games is determined by the number of teams who participate in the league, bracket, flight, etc. AJAX does not have control over the number of teams or the number of games each team will have in a seasonal year.

9.6 Team Standings

Team Standings will be maintained by the league in which each team participates. Team Standings can be found on the website for each league.

9.7 Training

All AJAX teams have 2 required training sessions per week, as determined by the head coach. The Team Training schedule can be found in the League Apps Play phone app.

AJAX players are encouraged to discuss extra training opportunities with their head coach, which can include, but are not limited to, training with another team in the same age group, a team of another gender, a team in an older age group, or a team playing at a higher level of play. AJAX does not charge additional fees to players to attend extra training sessions with other AJAX teams.

**10.0 REGISTRATION AND CLUB INFORMATION**

10.1 AJAX annual fee

Cost for AJAX is determined by age group & level of play. Fees are subject to change at the end of tryouts (May) as determined by the NB AJAX Executive Board. Fees Paid in Full in the first month, receive a discount. AJAX fees can be made in installments over the seasonal year in amounts determined by the AJAX Executive Board. The annual fee does not include the cost for a player’s uniform, tournaments, Boot Camp, or travel costs for games or tournaments outside the normal league play area.

10.2 Insurance and Medical Injuries

Excess accident coverage is provided to registered members of South Texas Youth Soccer Association (STYSA) or US Club as a part of the registration fee paid to AJAX. This injury policy provides coverage for registered players, coaches, trainers, & other officials, during sanctioned events, including regularly scheduled training & games. AJAX does not oversee or provide injury insurance. For players or members who have health insurance coverage this insurance acts as secondary coverage. For players or members that do not have other health insurance coverage, this coverage acts as primary insurance. Members are covered:

* While participating in USYS or US Club sanctioned play, training, or other scheduled soccer group activity under the supervision of an authorized official acting on behalf of USYS or US Club and at a covered location.
* While traveling as an organized group directly & uninterruptedly to and/or from such play or practice at the direction of an authorized USYS or US Club official and at a covered location.
* Use the following USYS website link for details regarding insurance coverage:  [www.stxsoccer.org/risk/insurance/index\_e.html](http://www.stxsoccer.org/risk/insurance/index_e.html)
* Use the following US Club website link for details regarding insurance coverage: https://usclubsoccer.org/insurance/#:~:text=In%20short%2C%20this%20policy%20provides,for%20sickness%2C%20disease%20and%20infection.

10.3 Field Care

Coaches, players, & parents are responsible for ensuring all game & training areas are clean from trash and/or debris prior to leaving any complex. All coaches, volunteers, & parents are expected to comply with the complex’s parking rules.

10.4 Uniform Kit

AJAX Players will purchase a uniform kit – 2 jerseys (home & away), 2 shorts, & 2 pairs of socks (home & away) 1 Warm-up jacket, 1 warm-up pant, & 1 backpack after being assigned to a team. Uniform kits are purchased online at Soccer.com. A link will be provided by the Office Administrator to the player via email. Players provide their own shin guards & soccer cleats to be worn during all games & training.

10.5 Team Formation

Each year, the Directors, Assistant to the Directors, & Office Administrator will work closely with the Select Program Coaches to determine the number of teams after the player placement event(s) in May. The number of teams is determined by, but is not limited to:

The minimally ideal roster size

The league or level of play for the age group

The age group of the team

10.5.1 Player Placement

* AJAX players will tryout annually, either at the player placement event(s), or during the seasonal year, after attending training sessions for evaluation. Head coaches will notify the Office Administrator of the roster or individual player to be registered.
* Only players that are fully registered with AJAX (see below) will be allowed to participate in training & games.
* AJAX teams are created using an age group specific evaluation method. Player skill & capability are factors considered in team assignment.
* AJAX teams are considered the same teams for purposes of league play from August to May. Players are considered permanently rostered to that team for the duration of the seasonal year.
* AJAX does not have coed teams
* AJAX does not place competitive players on rosters based on friend requests or personal needs (carpool, school attendance, etc). Academy players can request to be placed on a roster based on a friend request, but AJAX reserves the right to place the player on a team based on the developmental, age, or gender of the player. AJAX does not guarantee placement.
* Coaches may not remove players from their rosters during the seasonal year, unless the player has been sanctioned or disciplined by the league or other governing body. Players may request to be moved to another AJAX team or to another club. Transfer/Release requests must be made by the appropriate league form through the Office Administrator. Transferring players may not participate in games with the new team until the league has made the transfer within the registration system.
* Players who wish to join AJAX during the seasonal year can be assigned based on availability.
* Jersey numbers for competitive teams are chosen by the players on a first-come, first-assigned basis. No two players on the same team roster may have the same number. Jersey numbers are submitted to the Office Administrator for approval before a player may purchase their uniform kit. If there are conflicts because teams are combined, the player who was originally on the roster will keep their number and the newly rostered player will get a new replacement jersey number. Academy jersey numbers are assigned in sequential order, based on registration date. No academy players may have the same jersey numbers, regardless of gender.

10.6 Player Registration

In order to be considered a fully registered player with AJAX, each of the following must be completed:

* Online Registration in the League Apps registration system & the commitment fee installment paid & all waivers signed.
* Medical Release form on file with a signature.
* Birth Certificate submitted (all first time AJAX players) through Dropbox or physically presented to the Office Administrator (US Club requires AJAX upload a copy of a player’s birth certificate).

10.7 Medical Release Form

AJAX will maintain a USYS and/or US Club Medical Release form for each player on the roster or playing as a guest on the team. This form is sent to parents at time of registration. Each AJAX team will have a Google Drive file folder with electronic copies of the forms that can be accessed by the Team Manager when needed. Information on this form will assist medical personnel during a medical emergency.

10.8 Refunds or Installment Adjustments – Annual Fees

AJAX players are responsible for paying the full seasonal year costs, even if a player chooses to leave the club before the player placement ends in May. Refund or installment adjustment requests should be sent to the Office Administrator for processing and if necessary, the Treasurer. Not all refunds & installment adjustments will be granted. Refunds & installment adjustments may be handled in the following manner:

* Refunds for previously paid annual fees will be processed based on the number of months a player participated with AJAX as a player. This amount is determined by taking the total annual cost for the player, minus membership & insurance costs, divided by 10 (the number of months AJAX is in operation). The number of months a player has participated in training and games will be kept by AJAX with the balance refunded.
* AJAX does not refund membership costs or insurance costs paid to the membership organizations on behalf of the player.
* AJAX does not refund the cost of the uniform kit. Kits are paid for directly by the player and are the property of the player. This includes game day items, socks, warmups, training shirts & backpacks.
* AJAX does not refund the cost of any spirit or logo wear purchased from AJAX or affiliates. AJAX does not purchase spirit or logo wear back after it has been used.
* If a player is injured, AJAX may adjust the player’s total annual cost if the injury will have the player out of training & games for more than 6 weeks, by request of a parent or guardian. The player must provide medical documentation of the injury, including the amount of time the player must not participate in training or games.
* AJAX does not consider refunds or installment adjustment requests for players who have a balance owed to AJAX from the current or previous seasonal year or tournament.

10.9 Refunds – Tournaments

AJAX will refund fees paid for players to participate in a tournament if the entire tournament is canceled & the tournament refunds AJAX the tournament fee. Tournaments with adjusted game times or number of games, will not be refunded. If the tourney refunds AJAX a portion of the entry fee, that amount may be refunded to the parents or held for use at a future tournament.

**11.0** **ROLES AND RESPONSIBILITIES**

The following list includes rules and expectations for AJAX players, parents, & team managers.

11.1 Players

Players are expected to attend all training sessions & games. If a player is unable to attend a training session, it is his/her responsibility to contact the coach (with at least one parent included in the communication) as soon as possible and tell him/her the reason for the absence. Failure to attend training sessions may result in loss of playing time.

* Players are expected to be on-time. They are to be dressed & ready to take the field at the stated time. If players are late for training, they will run the risk of less playing time in future games.
* Each player must bring water or appropriate drinks to every training session & game.
* Dress for training session will be as follows:
  + Soccer Cleats - football cleats are prohibited..
  + Watches & other jewelry cannot be worn
  + Shin Guards must be worn, or the player will not be allowed to participate in training sessions or games.
  + Socks must be pulled up over the shin guards.
  + Club Practice Tees & shorts are to be worn to all training sessions.
* The directors, coaches, & team managers are to be shown respect at all times. Disruptive behavior will not be tolerated. Disrespectful behavior is detrimental to the entire team & wastes valuable time. This may result in loss of playing time or other forms of discipline deemed fit by the coach or a director.
* Players must respect each other. This is essential for effective teamwork. On the field, everyone must work toward a common goal. Soccer is very competitive & physical, but mutual player/coach/manager respect is expected & required. During training, trust & respect is being developed, so that under the pressure of a game situation, the individual players work together as a team.
* "You train as you would play." If players do not do their best in practice, they will not do their best in games. Training sessions are as important as games. If players are not in top condition because they do not train properly, they will not be able to compete in matches optimally. Remember “Train hard, play hard”

11.2 Parents

Your child needs your positive support at home, on the practice field, in the car, & on the competition field. This will allow your child to be more confident, to enjoy soccer more, & to perform better in training & in competition. A player develops best when he/she trusts & respects their coaches & team managers. We want the players to rely on their coach regarding soccer issues. A good relationship between coach & player produces the best results. When parents’ express opinions as to how a player should play, what position they should play, how much playing time they should receive, etc., it causes considerable confusion for your player. If you have specific concerns, suggestions, or just a question, please speak to your child’s coach. Above all, avoid coaching your child during training or games.

* Consumption of alcoholic beverages during matches or training sessions is strictly prohibited.
* No smoking is allowed in areas where players are present
* No loud, crude, profane, vulgar, or argumentative behavior is permitted.
* Refrain from negative comments, about the officiating. Even if you feel the quality of officiating was poor, do not approach officials at the end of the match.
* Only words of encouragement should come from the sidelines. Be positive at all times.
* Do not confront a team manager or coach during, before or immediately after training or a game. If there are any aspects of a particular game, which you would like to discuss with the team's coach or manager, arrange for a meeting at least 24 hours after the game or training session. However, if time permits, the coach, with the team manager, may hold a post-game talk for players & parents where questions & comments are welcome.
* Group chats, electronic group emails or cell phone group texts are not the appropriate forum for complaints or aggressive/angry comments. Any issues that are difficult in nature are to be addressed individually with your team’s coach, or appropriate club director.
* All parents & spectators are expected to dress in proper attire. Club colors are highly recommended!
* Support & maintain our Club’s soccer standards.
* Fulfill your parental, financial, & volunteer obligations. Be prompt with payments.
* Allow coaches & team managers to perform their commitments without interference during practices & games.
* Foster an environment for excellence & good sportsmanship

11.3 Team Manager

The role of the Team Manager is a volunteer parent whose responsibilities includes, but are not limited to, the following:

* Obtain a KidSafe Card after successfully completing a background check
* Obtain a certificate from Safe Sport course.
* Obtain a certificate from Head’s Up Concussion course.
* Support the policies of the club & the decisions of the Directors & coaches.
* Actively support the coaches & their efforts concerning player development, playing philosophy & team organization.
* Act as a link between the coaches & the players/parents. Communicate club activities, business, decisions, policies & philosophy to all team members.
* Promote the club.
* Be responsible for the day-to-day activities of the team.
* Enforce the Club standards of behavior for players & parents.
* Set an example of sportsmanship & behavior for all players/parents consistent with the policies of our Club.

**12.0 LEAGUE POLICIES**

12.1 Zero Tolerance

AJAX enforces the STYSA, WDDOA, US Club, NPL, CAYSA & AAYSA Zero Tolerance Policy regarding behavior, comments, & actions that endanger or threaten the environment of good sportsmanship & safe play for all soccer players, referees, & spectators. AJAX also enforces the AJAX Player Code of Conduct & the Parent Code of Conduct signed electronically during player registration in the League Apps system. These include, but are not limited to, the following:

* Individuals violating any aspect of the policy with the use of foul language, criticism, abusive or derogatory comments toward referees, coaches, team managers, volunteers, commissioners, parents, board members, players or any other individuals.
* Interference with referees, coaches, team managers, or opposing teams will be immediately dismissed from AJAX facilities & may be banned for the remainder of the season, and/or from the league. AJAX will notify law enforcement officials regarding circumstances involving physical altercations, and/or highly aggressive verbal attacks, and/or assault/battery of players, referees, coaches, league or complex officials, or parents regardless of the claimed purpose or age of the offender(s). AJAX strives to create a safe & fun environment where youth may come together to play & learn.

**13.0 AJAX CLUB POLICIES**

13.1 Coaching Education

AJAX supports the coaching staff in gaining more knowledge & skills through attending various coaching courses. The coaching staff is encouraged to search out courses that will further their skills through USSF & other course entities. Coaches may have to be absent for training or games to attend courses. AJAX has adopted a “Coaching Education” Policy approved by the AJAX Executive board.

13.2 League Game Rescheduling

If games are held due to weather related events, each league has its own guidelines as to how those games are rescheduled, if at all. Team Managers will work with the head coach & the opposing team to reschedule games as quickly as possible based on the league’s rules. Those reschedules will be communicated to the team as soon as the league has confirmed the changes.

13.3 Training sessions

AJAX schedules all select team training sessions to be 90 mins (1 ½ hour) in length, 2 times a week minimum. AJAX academy training sessions are 60 mins (1 hour) in length, 1-2 times per week.

13.4 First Aid

AJAX maintains a First Aid kit in the field office at Weston Sports Complex. The Game Day On-Site Coordinator or head coach will know where the First Aid kit is located. Any player with an open wound should not be allowed to play until bleeding has been stopped.

13.5 Emergency Action Plan (EAP)

AJAX maintains an Emergency Action Plan that is located online at [www.nbajax.com](http://www.nbajax.com). This EAP should be used in the case of a medical emergency.

13.6 Sponsorship / Fundraising

Unless authorized to do so, AJAX members are prohibited from soliciting businesses using the club name. Reproduction of the AJAX logo or other logo designs is prohibited unless written authorization has been obtained from the AJAX Executive Board via the Sponsorship Chairman. AJAX may conduct fundraising during the seasonal year. All AJAX fundraising opportunities will be approved by the NB AJAX Executive Board & fall under the responsibility of the Sponsorship Chairman & committee.

All Sponsorship or Fundraising ideas must be sent to the Sponsorship Chairman.

13.7 Weather

AJAX will hold all training sessions & games, weather permitting. AJAX’s full weather policy can be found on the Documents & Forms page at [www.nbajax.com](http://www.nbajax.com). Changes to venue, field number, or start/stop times can be made to keep training sessions & games on. AJAX will communicate to its members as soon as possible when changes are made, or training or games are canceled. AJAX coaches may choose to reschedule training sessions to another day based on field availability.

13.8 Lightning Detector

Weston Sports Complex, New Braunfels Middle School, or any other NBISD or NB City Parks & Recreation fields AJAX has access to through its relationship with NBYSA, do not have a lightning detector. However, HEB fields, maintained by NB Parks & Recreation, & leased to NBYSA, has a THOR lightning detector system in place.

The following rules apply:

* The THOR system will send text messages to the Game Day On-Site Coordinator, the NBYSA president, an AJAX Director & the NBYSA Director of Referees. These text messages will update the above group every 5 mins when lightning is detected within 20 miles of the fields.
* All teams, coaches, spectators, & officials must clear the fields at this time, gathering in cars or buildings, to wait 30 minutes from the last warning text before entering the field.
* Coaches and/or parents that fail to clear players from the field after a warning text will be subject to administrative discipline. Parents monitoring the lightning on their personal devices does not supersede the THOR lightning detector system. AJAX is not responsible for injuries caused by players or parents entering the fields before the THOR system has given the “all clear”.

**14.0 COMPLAINTS AND GAME PROTESTS**

Complaints are required to be provided in writing to the Directors, the AJAX President, and/or AJAX Executive Vice President at (...com) who will evaluate the basis of the complaint in an effort to determine appropriate action. AJAX shall comply with STYSA or US Club policies & procedures with regard to grievances & protests. AJAX uses the STYSA Discipline & Protest Procedures & the STYSA D&P Committee or the US Club/National Premier League & Protest Procedures. These procedures may be found on the STYSA website at [www.stxsoccer.org](http://www.stxsoccer.org) or https://u90c.com/red-river-npl/.

14.1 Complaints

Complaints about team issues should be shared with the team manager & the team’s head coach. Complaints about on the field issues (playing time, position, etc) should be shared with the coach, the Directors (or Assistant to the Directors when the Directors are not available) or NB AJAX Executive Board when necessary. Complaints about a team manager or a coach should be shared with the Directors (or Assistant to the Directors when the Directors are not available) or the NB AJAX Executive Board. Complaints about the Office Administrator should be shared with the AJAX Executive VP and the NB AJAX Executive Board. Complaints about the Assistants to the Directors or the Directors should be shared with the NB AJAX Executive Board.

Complaints will be handled with the most severe issues being primary. Team managers, coaches, Office Administrator, Assistants to the Directors, Directors, and/or the NB AJAX Executive Board may choose to communicate via email to make sure the details are recorded. Phone calls may also happen if it is deemed necessary. Complaints will be dealt with in a timely manner.

14.2 Referees Complaints

Referee specific complaints or concerns may be communicated to the AJAX / NBYSA Director of Referees or the Game Day On-Site Coordinator.

14.3 Game Protests

Game protests must be written on the game card & signed by the team manager and/or head coach. There is a fee that must be paid before the Protest Committee for STYSA or US Club will take the protest into consideration. That fee will be paid by the protesting member; AJAX will not pay protest fees. It is highly recommended that the originator of the protest discuss the matter with a member of the AJAX Executive Board or a Director prior to pursuing the protest.