

# United Futbol Academy – Policies and Procedures

Welcome to the United Futbol Academy! We understand that soccer families have extremely busy schedules and need to have access to important information at a glance. This document will provide you just that and so much more. Simply scroll down through the table of contents to your section of interest and click on the hyperlink.

**UFA Policies and Procedures – Table of Contents provides quick links to - at a glance information**  
**Please take the time to read this document in its entirety.**

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## UFA POLICIES

### General Information

#### Members & Guests (A message from the Board of Directors)

Dear UFA family member,

I hope the season has started well and that your son or daughter is having fun, learning and developing; and I certainly hope you are enjoying watching them play the sport they love!

I am reaching out to all of you in order to address a growing concern that not only affects our club directly, but is a problem that is spreading through the sport at an alarming rate. Specifically, we are losing referees faster than we can train and hire new ones and in particular, we are losing referees who quit after only one season.

The sport is growing and developing so fast that the demand for referees is increasing in such a way that we are close to facing a shortage state-wide. If we do not train and improve the referees, and find new refs to cover the games, we could face a major problem in the coming years and we all know that without the referee, there is no game!! As a UFA member and responsible adult and role model to your children, **I am asking you to become an active member of our new “RESPECT” Campaign.** Specifically, I would like to call on all of you to do three things to help keep refs in the game and encourage new referees to join the game:

1. Please think about the referee’s age and experience before you criticize and shout your opinion of their referee performance. You might be responsible for driving the young refs out of the game before they even get started in their career. No matter what the age or experience, please make an effort to "get off the ref." Remember, they are human and don’t have the benefit of “replay” or the perfect position every time. They are truly out there doing their best to call a fair match. Do they get calls wrong? Of course! But, for the most part, they get it right more often than not! Yelling and screaming and degrading the referee will not change a call or the outcome of a match!
2. Lead by example when it comes to “getting on the ref” and show your child that it is not right to talk in a negative and disrespectful manner to an official in any aspect of life, not only on the soccer field.
3. Encourage our young and older referees by giving them a positive word after the game. You would be surprised how good that will sound to a referee and how rarely this happens. You could be the difference maker in their choice to stay in the sport or quit completely.

I know we cannot control members of other organizations, and I am by no means trying to control you. I am simply asking our members to lead the way in keeping referees in the game and show them the respect they deserve. We are all human and we have all made mistakes, but not all of us have had a man or woman twice our size and age screaming at us when we do. Imagine if that happened at your place of work!! So please, if you are frustrated with a referee’s calls and the way a match is going, WALK AWAY, take a deep breath, and return when you are able to represent you, your child and our club in a positive manner.

Thank you for supporting your kids and UFA! We are United!!

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## **Referee Initiative #2**

In our original Referee Program Initiative communication, we shared how a frighteningly large percentage of referees, particularly the younger ones, quit after a couple of seasons because of the verbal abuse they suffer during the games. As a follow-up to that message, we have established parent and coach guidelines that will help improve the game day experience for our younger referees.

The consequences of spectators and coaches' poor behavior can also have consequences on players, who can lose focus on their game as they start following sideline questioning of the referee's calls. Later on, as young adults, these same players may follow the examples they observed and start to verbally question official's calls. In turn, this will lead to cautions for dissent and then send-offs for foul and abusive language and a cycle has begun.

Such behavior completely undermines our efforts to grow a body of experienced and knowledgeable officials as well as players. The Code of Conduct noted below provides expectations and rules utilized by clubs across the nation during soccer play.

## ***Game Day Code of Conduct***

### **Instructions for parents in interacting with game officials:**

- Referees are "Officials" of the game. Respect their decisions.
- Encourage your child to respect the referee through word and conduct.
- Remain outside the field of play and within the Designated Spectators' Area.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behavior.
- Show respect to others involved in the game, including opposition players, coaches, managers, and spectators.
- Remember that referees make mistakes. No referee can be correct all the time.
- Appreciate that match officials primary aim is to maximize everyone's enjoyment by ensuring that the game is played in a safe and fair manner.
- Never enter the field of play without the referee's permission.
- Know the Laws of the Game.
- Understand the referee may change their mind on a decision as long as a restart has not occurred
- At the end of the game, regardless of the outcome, regardless of how you feel the officiating met your expectations and regardless of your opponent's behavior, do not approach a referee or follow him/her to the parking lot in threatening manner.

I understand that if I do not follow the Code, any or all of the following actions may be taken by the club. I may be:

- Issued a verbal warning.
- Required to meet with a club official or D&P committee.
- Required to leave the match venue by the club.
- Required by the club not to attend future games
- Required to apologize to the team, the other team, referee, and the club.
- Required to leave the club along with any dependents.

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## **Instructions for coaches in interacting with game officials:**

- Appreciate that match officials primary aim is to maximize everyone's enjoyment by ensuring that the game is played in a safe and fair manner.
- Their proximity to play and the positioning they take allows them to see many things a spectator cannot see and thus at times although it may appear from the touchline that a decision was wrong you would actually have taken the same decision were you in the referee's place.
- Do the simple things you can to help them in the pre-game formalities – be polite, have your roster prepared, make sure players are wearing absolutely NO jewelry.
- If you use player cards, order them to match the sequence on the roster.
- Have your game balls ready – many older teams like to place a ball behind each goal to avoid delays.
- Never enter the field of play without the referee's permission.
- Make your substitutions in an orderly manner. If you have Assistant Referees, let them know you would like to sub and they can signal the Center using a standard mechanic.
- Know the Laws of the Game.
- Remember that referees make mistakes. No referee can be correct the time.
- At the end of the game, regardless of the outcome, regardless of how you feel the officiating met your expectations and regardless of your opponent's behavior, please thank the match officials graciously.
- Have your players do the same.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, I may be:

- Issued with a verbal warning.
- Suspended by the club from attending a number of games.
- Required to meet with the coaching committee.
- Required to meet with the Director of Coaching.
- Be required to apologize to the team, the other team, referee or team manager
- Monitored by the Age Group Coordinator.
- Inflicted a fine.
- Fired by the club, if you are a professional coach.
- Forbidden from coaching, if you are a volunteer coach.

To reach the top level of officiating is very hard to do and requires that we start educating, mentoring, and respecting referees from an early age, so we can lower their departure rate.

The effort must enlist both coaches and parent spectators to model good sideline behavior, in order to improve the game day experience for our game officials, the players and families.

## **UFA Field Rules**

Our most important responsibility is to ensure the safety of all our soccer players at all our fields.

- No pets (other than medical assistance dogs) are permitted in the player, fan or spectator areas of any of our fields
- No glass, tobacco or alcoholic beverages allowed
- No firearms or weapons allowed



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- No flying of drones on or around fields during practices or games. (UFA may use drones for marketing purposes at times which will be communicated to our membership prior to use.)
- Trash should be put in the trash bins after practices and games. Coaches are responsible for making sure their sidelines are clean.
- Please have buddy partners use the bathrooms together
- Please do not park at curb for pick-up and drop-off. We are experiencing a large problem with cars being parked next to the curbs -- anyone walking from the fields to the parking lot will have their vision impaired because of vehicles waiting to pick up their players. Not only does it make it dangerous for players to cross it makes an already tight drive even more difficult.
- Please do not speed in the parking lots or in and out of our parks as it puts our players, siblings, grandparents and visitors in danger. We have received numerous complaints of speeders at all our parks so please slow down and remember that there are many children that will walk out to chase a ball or cross to their cars, safety first.
- Please do not leave your valuables on your seat or visible as we continue to have thieves breaking into cars and taking valuables. If you are going to leave your purse, laptop or tablet in your vehicle, put it in the trunk or in the rear part of your vehicle prior to arriving at the fields.
- Please stay away from the houses and horses at the Polo Fields.

## Parking and Practice Etiquette

- Park in designated parking spots only. Please Do Not park at the curb and wait for your child or stop and drop your player off. Too often cars are stopped in front of the fields and traffic cannot flow in and out of the park.
- Please do not speed through the parking lot, obey the posted speed limit. We want to make sure that the area is safe for all children and adults as they will need to cross over to the parking lot from the fields.
- **We do not want any parents on the fields, grass or turf, during training.** This is a distraction to your player and it can be a distraction to the entire team. Parents are allowed to watch from the central walkway, bleachers or outside the fenced area.
- Some of the parks have great walking trails, after getting your player to the correct field with their coach feel free to go for a walk or a jog so your player can focus on training and not worry about mom and dad watching their every move.

## Coaches & Volunteers Code of Conduct

United Futbol Academy (UFA) has the following set standards that outline a philosophy that is paramount to the game of soccer. We believe that soccer belongs to its players and should always be to their enjoyment. We believe that coaches as well as parents, their guests and players must adhere to the standards of sportsmanship.

- My priority is to the health and safety of all players.
- I will focus on player development; not only in their soccer abilities but in the development of ethical values such as integrity, fairness, respect and responsibility.
- I will be a positive role model in accepting decisions of game officials and set the standard of sportsmanship like conduct during practices and games.
- I will control the conduct of my players, their parents and guests and it is my responsibility for the immediate removal from practices and games when deemed necessary.
- I will treat each player as an individual and strive to develop each player to his/her full potential.

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- I will know and understand the rules of the game and insure that my players also understand these rules and its applications.
- I will also adhere to Georgia Soccer rules and regulations as well as UFA's policies and procedures.
- I will conduct practices in the spirit of FUN and learning.
- I will refrain from any confrontations and set an appropriate time and place for such discussions.
- I will promote a sports environment that is free of alcohol, tobacco, drugs and firearms.

I understand that if I do not follow the Code, any or all of the following actions may be taken by the club. I may be:

- Issued a verbal warning
- Required to meet with a club official or D&P committee
- Required by the club not to attend future games
- Required to apologize to the team, the other team, referee, and the club
- Be suspended from training
- Be required to leave the club

## Team Web Page Code of Conduct (Coaches and Volunteers)

As the Team Coach, Assistant Coach and/or Team Manager I have been given access to edit the team page website. I will not add any content that will:

- Discredit/Disrespect UFA teams, opposing teams, any UFA Programs, other leagues or Georgia Soccer
- Disrespect any child and/or parent
- Disrespect any decisions made by a coach or referee

I will adhere to all club policies on the team page, including but not limited to:

- Treat everyone with respect regardless of race, religion, gender or athletic ability.
- No un-sportsmanlike comments directed toward the current or opposing teams.
- No profane language.
- Demand a sports environment that is free of drugs, tobacco, alcohol and firearms.

I understand that if I do not follow the Code, my team's page will be immediately eliminated from public access. In addition, any or all of the following actions may be taken by the club. I may be:

- Required to meet with a club official or D&P committee
- Required to apologize to the team and/or club
- Required to leave the club along with any dependents

## Concussion Policy

The United Futbol Academy (UFA) has adopted GA Soccer's **POLICY ON CONCUSSION AWARENESS AND RETURN TO PLAY GUIDELINES**. The following document is effective Fall 2016 and must be completed if a concussion is suspected.

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## UFA has implemented the new policy and guidelines as follows:

- 1) provide educational materials to parents, coaches, team managers and staff prior to the official start of the Fall 2016 season by the following means: email, social media and UFA Website
- 2) require a revised medical release form be filled out by player's parent/guardian
- 3) require team managers and coaches to have medical releases on hand at all UFA training/games (Via paper or mobile device pdf file)
- 4) a copy of all releases should be sent to the appropriate UFA Branch Registrar
- 5) require that all coaches, team managers and staff complete the CDC 'Heads Up' Concussions in Youth Sports training course and forward the completion certificate to the UFA Branch Registrar.
- 6) effective immediately: **WHEN IN DOUBT – SIT THEM OUT**; provide the parents with the UFA Concussion Awareness and Return to Play Protocol and notify the Branch Registrar immediately following the occurrence. The Branch Registrar should then email the parent, Coach and TM instructions on how to proceed and collect the parents' signed acknowledgement of the injury, including receipt of UFA Concussion Awareness and Return to Play Protocol. The Branch Registrar will promptly store the pdf acknowledgement in the appropriate UFA database.
- 7) After completing the Return to Play Protocol and having been medically released to full participation by the managing health care professional, a completed Concussion Return to Play Form must be presented to UFA with a carbon copy to the parent and coach, and must include the physician, parent/guardian and athlete's signatures
- 8) UFA Branch Registrar must store the signed Return to Play Form in the designated UFA database.

All UFA parents, coaches, team managers and staff have been provided the 'Heads Up' Fact Sheet along with instructions to view CDC videos and training courses. All UFA parents are required to acknowledge receipt and understanding of said information by completing and signing the revised UFA Medical Release, to include player's history of any previous head trauma.

In addition, all UFA coaches, team managers and staff are required to complete the CDC 'Heads Up' Concussion in Youth Sports Training Course and UFA will maintain a copy of that certificate.

UFA has made reasonable efforts to ensure that all parents, athletes, coaches, team managers and staff have all the necessary resources to thoroughly educate themselves on the serious nature of traumatic brain injuries (TBI). However, the severity of a jolt to the head or body may not always present symptoms right away. **WHEN IN DOUBT – SIT THEM OUT!**

Please thoroughly read and review the forms below and return to UFA Branch Registrars once completed and signed. For questions or additional information, please contact UFA at [concussions@unitedfa.org](mailto:concussions@unitedfa.org).

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## ***The FACTS - 'Heads Up' Concussion Fact Sheet for Coaches – Parents/Guardians/Athletes***

**WHAT IS A CONCUSSION?** A concussion is a type of traumatic brain injury—or TBI— caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth-literally causing the brain to bounce around or twist within the skull.

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This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

A traumatic brain injury interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

## HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach, parent and/or athlete: you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn’t know it or doesn’t want to admit it.

So, to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury, but the full effect of the injury may not be noticeable at first. For example, in the first few minutes, the athlete might be slightly confused or appear a little bit dazed, but an hour later they can’t recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

## WHAT ARE THE POSSIBLE SYMPTOMS OF A CONCUSSION?

### SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

### SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

## WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull.

**Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:**

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures

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Cannot recognize people or places • Becomes increasingly confused, restless, or agitated • Has unusual behavior • Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. **REMOVE THE ATHLETE FROM PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
2. **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. **INFORM THE ATHLETE’S PARENTS OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up Fact Sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.
4. **KEEP THE ATHLETE OUT OF PLAY.** An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and are cleared to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

In the event that a parent/guardian refuses medical treatment for a player that has received a bump or jolt to the body or head and a concussion is suspected, UFA reserves the right to present the facts to the UFA Risk Management Committee (RMC). Should the RMC decide that it is in the best interest of the player to SIT OUT, UFA reserves the right to remove the player from the GA Soccer roster and dis-allow continued play at UFA.

**Please Note:** Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don’t let your athlete convince you that he or she is “just fine” or that he or she can “tough it out.” Discourage others from pressuring injured athletes to play. **Emphasize to athletes and parents that playing with a concussion is dangerous.**

## WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with a certified athletic trainer.

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Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

**BASELINE:** Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

**STEP 1:** Begin with light aerobic exercise only to increase an athlete’s heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

**STEP 2:** Continue with activities to increase an athlete’s heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

**STEP 3:** Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

**STEP 4:** Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

**STEP 5:** Athlete may return to competition.

If an athlete’s symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete’s health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## **DID YOU KNOW?**

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## **HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?**

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn’t make an athlete immune to concussion. There is no “concussion-proof” helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league’s commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

## **“WHEN IN DOUBT, SIT THEM OUT!”**

My player \_\_\_\_\_ (player’s name), received this document in response to a suspected head trauma/concussion on \_\_\_\_\_ (date). Per UFA Concussion Protocol, I have read and understand the above facts regarding Concussions. I further understand that it is in the best interest of my player to be assessed by a health care professional prior to returning to play. I will work with my player’s health care professional to forward UFA the required return to play documents as stipulated below.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# United Futbol Academy – Policies and Procedures

OFFICE USE ONLY

Received by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## *Now that I Know the Facts... Discuss and Evaluate the Symptoms*

### **STEP 1: DID A CONCUSSION OCCUR?**

Evaluate the player and note if any of the following signs and/or symptoms are present: (1) Dazed look or confusion about what happened. (2) Memory difficulties. (3) Neck pain, headaches, nausea, vomiting, double vision, blurriness, ringing noise or sensitive to sounds. (4) Short attention span. Can't keep focused. (5) Slow reaction time, slurred speech, bodily movements are lagging, fatigued, and slowly answers questions or has difficulty answering questions. (6) Abnormal physical and/or mental behavior. (7) Coordination skills are behind, ex: balancing, dizziness, clumsiness, reaction time.

### **STEP 2: IS IMMEDIATE EMERGENCY TREATMENT NEEDED?**

This would include the following scenarios: (1) Spine or neck injury or pain. (2) Behavior patterns change, unable to recognize people/places, less responsive than usual. (3) Loss of consciousness. (4) Headaches that worsen (5) Seizures (6) Very drowsy, can't be awakened (7) Repeated vomiting (8) Increasing confusion or irritability (9) Weakness, numbness in arms and legs

### **STEP 3: IF A POSSIBLE CONCUSSION OCCURRED, BUT NO IMMEDIATE EMERGENCY TREATMENT IS NEEDED, WHAT SHOULD BE DONE NOW?**

Focus on these areas every 5-10 min for the next 1 - 2 hours, without returning to any activities: (1) Balance, movement. (2) Speech. (3) Memory, instructions, and responses. (4) Attention on topics, details, confusion, ability to concentrate. (5) State of consciousness (6) Mood, behavior, and personality (7) Headache or "pressure" in head (8) Nausea or vomiting (9) Sensitivity to light and noise

Players shall not re-enter competition, training, or participate in any activities for at least 24 hours. Even if there are no signs or symptoms after 15-20 min, activity should not be taken by the player.

### **STEP 4: IF THERE IS A POSSIBILITY OF A CONCUSSION, DO THE FOLLOWING:**

(1) The NOTIFICATION OF POSSIBLE CONCUSSION FORM is to be filled out in duplicate and signed by a team official of the player's team. (2) Have the parent/legal guardian sign and date the Form, and give the parent/legal guardian one of the copies of the completed Form. If the parent/legal guardian is not present, then the team official is responsible for notifying the parent/legal guardian ASAP by phone or email and then submitting the Form to the parent/legal guardian by email or mail. When the parent/legal guardian is not present, the team official must make a record of how and when the parent/legal guardian was notified. The notification will include a request for the parent/legal guardian to provide confirmation and completion of the Notification of Possible Concussion Form whether in writing or electronically.

**STEP 5: A PLAYER DIAGNOSED WITH A POSSIBLE CONCUSSION** may return to Georgia Soccer play only after their parent or legal guardian provides a signed Return to Play Form from a Ga. Licensed health care provider (as defined under current Ga. law) to the local affiliate coach.

# United Futbol Academy – Policies and Procedures

References for additional information (not endorsed by Georgia Soccer):

Kissick MD, James and Karen M. Johnston MD, PhD. “Return to Play After Concussion.” Collegiate Sports Medical Foundation. Volume 15, Number 6, November 2005. [http://www.csmfoundation.org/Kissick\\_-\\_return\\_to\\_play\\_after\\_concussion\\_-\\_CJSM\\_2005.pdf](http://www.csmfoundation.org/Kissick_-_return_to_play_after_concussion_-_CJSM_2005.pdf). April 22, 2011.

National Federation of State High School Associations. “Suggested Guidelines for Management of Concussion in Sports”. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008 77-82.

<http://www.nfhs.org>. April 21, 2011.

## Notification of Possible Concussion for Georgia Soccer Events

(Please complete this form in duplicate, keeping one signed copy)

Today, \_\_\_\_\_ [month & day], 2 \_\_\_\_\_ [year], during practice / game [circle which] held at

\_\_\_\_\_ [insert field/venue],

\_\_\_\_\_ [insert player’s name] received a possible concussion.

We want to formally advise you of this possibility, and also remind you of the signs and symptoms that may arise from such an injury which shall require further evaluation and/or treatment by a Georgia licensed medical professional.

***Having been so notified of this possible head injury, your child will not be allowed to participate in any further Georgia Soccer sanctioned games or practices until your child is evaluated by an authorized Health Care Provider who subsequently provides us with a written approval for your child to safely return to play. This authorization form is found below. This decision is made in the best interest of your child’s safety and well-being.***

It is common for a concussed player to have one or many concussion symptoms. There are four types of symptoms: physical, cognitive, emotional, and sleep.

If your daughter or son starts to show signs of these symptoms, or there any other symptoms you notice about the behavior or conduct of your son or daughter, you should consider seeking immediate medical attention. These symptoms might include, among other signs, the following:

- |                             |                                 |                 |
|-----------------------------|---------------------------------|-----------------|
| -Memory difficulties        | -Less responsive than usual     | -Neck pain      |
| -Delicate to light or noise | -Headaches that worsen          | -Odd behavior   |
| -Repeats the same answer    | -Vomiting                       | -Slurred speech |
| -Focus issues               | -Irregular sleep                | -Slow reactions |
| -Seizures Patterns          | -Weakness/numbness in arms/legs | -Irritability   |

Please take the necessary precautions and seriously consider seeking a professional medical opinion should your child exhibit any of the above symptoms. Georgia Soccer requires that your medical professional also clears your child for return to soccer activity before you allow your daughter or son to participate further. Until you, as parent or legal guardian, get authorization for your child to return to play after seeking a professional medical opinion, please consider the following guidelines for your child:



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- Refrain from participation in any activities the day of, and the day after, the occurrence.
- Refrain from taking any medicine unless (1) current medicine, prescribed or authorized, is permitted to be continued to be taken, and (2) any other medicine is prescribed by a licensed health care professional.
- Refrain from cognitive activities requiring concentration such as TV, video games, computer work, and text messaging if they are causing symptoms.

If you are unclear and have questions about the above symptoms, please immediately contact a medical doctor for evaluation and/or clarification on your child’s condition.

Your child **will not** be permitted to return to play in any Georgia Soccer affiliated activity until you sign and return the **“RETURN TO PLAY” FORM**.

\_\_\_\_\_  
(Signature of Affiliate Coach/Representative)

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

## GEORGIA SOCCER “RETURN TO PLAY” FORM

(To be signed by the Player’s Parent or Legal Guardian and Returned to the Affiliate)

*By inserting my name and date below, and returning this “Return to Play” Form to the UFA Branch Registrar, I acknowledge that I have read the information contained in the original notification form. I also acknowledge that I am the player’s parent or legal guardian and that I have been advised by Georgia Soccer of common Concussion symptoms, including the requirement in getting professional medical clearance before authorizing my child’s return to play soccer within any Georgia Soccer sanctioned activity.*

**Please be advised that a player formally identified as suffering a possible concussion injury shall not return to play until the player’s parent or legal guardian confirms that they have a professional medical opinion of their child’s fitness to resume playing before returning this signed authorization to the UFA Branch Registrar.**

Player Name [Print]: \_\_\_\_\_

Player’s Team [Print]: \_\_\_\_\_

Player’s Affiliate/Club Name [Print]: \_\_\_\_\_

Age Group & Competitive Division [Print]: \_\_\_\_\_

Parent/Legal Guardian Name [Print]: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Coach Name [Print]: \_\_\_\_\_

Team Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# United Futbol Academy – Policies and Procedures

## STATEMENT OF RELEASE TO RETURN TO PLAY BY GA. LICENCED HEALTH CARE PROVIDER

I have examined the above named player and my professional medical opinion is that he/she is able to return to play [*circle one*] **IMMEDIATELY / GRADUATED** participation\*

[state period of time for graduated return to play/all clear date] \_\_\_\_\_

\*Attach any supporting documents for return to play/prescription.

Ga. Licensed Health Care Provider Name [Print] \_\_\_\_\_

Ga. Licensed Health Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ga. License Number (if applicable) \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: Cell: \_\_\_\_\_ Office: \_\_\_\_\_

### Miscellaneous

#### Field Status

Field closure due to inclement weather or unsafe conditions will be posted on the website. Updates are usually posted by 3pm on practice days and 7am on game day. The UFA Weather Hotline is [www.unitedfa.org](http://www.unitedfa.org).

Please utilize the [RAINEDOUT.com](http://RAINEDOUT.com) text/email notification.

- Text CENTRALPARK to 84483 to receive Central Park alerts
- Text MATTPARK to 84483 to receive Matt Community Park alerts
- Text FOWLERPARK to 84483 to receive Fowler Park alerts
- Text POLOFIELD to 84483 to receive Polo Field alerts
- Text SOUTHFORSYTH to 84483 to receive South Forsyth Soccer Complex alerts
- Text KEEPERS to 84483 to receive Forsyth GK Training alerts
- Text MILTON to 84483 to receive United Sports Complex alerts
- Text ROCKCREEK to 84483 to receive Rock Creek alerts
- Text YAHOOOLA to 84483 to receive Yahoola Creek Park alerts
- Text NORCROSS to 84483 to receive Pinckneyville Park alerts
- Text RHODESJORDAN to 84483 to receive Rhodes Jordan Park alerts
- Text BOYSANDGIRLSCLUB to 84483 to receive Boys & Girls Club (Valdosta) alerts
- Text DARTON to 84483 to receive Darton (Albany) alerts
- Text FRIENDLYPARK to receive Friendly Park (Tifton) alerts
- Text PACKERPARK to receive Packer Park (Moultrie) alerts
- Text VALDOSTASTATE to receive Valdosta State University (VSU) alerts

# United Futbol Academy – Policies and Procedures

## Expectations

### *What UFA expects of you...*

- A personal commitment to become the very best soccer player you can be, given your ability. This commitment includes giving your top efforts in all team events such as training sessions, games and tournaments.
- A personal commitment to the Club and your Team as a top priority in athletic endeavors.
- A personal commitment to achieve academic success in the classroom to the best of your abilities.
- A personal commitment to represent yourself in a professional manner at all times.

### *What you can expect as a member of UFA...*

- An opportunity to participate in a professional soccer environment in one of the premier soccer clubs in the state.
- A commitment to provide the best opportunities for our players to advance to the next level (ODP, Region, collegiate, or professional).
- Consistent, organized, and purposeful instruction and training by UFA coaches during the course of the season.
- A dedicated coaching staff that will conduct and coordinate all training sessions, games and tournaments.

## USYSF Birth-year Mandate

Season	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Birth Year</b>									
<b>2020</b>									
<b>2019</b>									U6
<b>2018</b>								U6	U7
<b>2017</b>							U6	U7	U8
<b>2016</b>						U6	U7	U8	U9
<b>2015</b>					U6	U7	U8	U9	U10
<b>2014</b>				U6	U7	U8	U9	U10	U11
<b>2013</b>			U6	U7	U8	U9	U10	U11	U12
<b>2012</b>		U6	U7	U8	U9	U10	U11	U12	U13
<b>2011</b>	U6	U7	U8	U9	U10	U11	U12	U13	U14
<b>2010</b>	U7	U8	U9	U10	U11	U12	U13	U14	U15
<b>2009</b>	U8	U9	U10	U11	U12	U13	U14	U15	U16
<b>2008</b>	U9	U10	U11	U12	U13	U14	U15	U16	U17
<b>2007</b>	U10	U11	U12	U13	U14	U15	U16	U17	U18
<b>2006</b>	U11	U12	U13	U14	U15	U16	U17	U18	U19
<b>2005</b>	U12	U13	U14	U15	U16	U17	U18	U19	
<b>2004</b>	U13	U14	U15	U16	U17	U18	U19		
<b>2003</b>	U14	U15	U16	U17	U18	U19			
<b>2002</b>	U15	U16	U17	U18	U19				

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<b>2001</b>	U16	U17	U18	U19					
<b>2000</b>	U17	U18	U19						
<b>1999</b>	U18	U19							
<b>1998</b>	U19								
<b>Aug-Dec 1997</b>	U19								

## Academy/Select Program

All Academy/Select players must provide a copy of the player’s birth certificate, UFA medical release (notarized) and any international clearance documentation (if born outside the US).

### Future Academy (U7-U8)

United Futbol Academy offers the U8 Future Academy program for 6 and 7-year-old players who are above the recreational level and are looking for a more challenging environment to develop their soccer skills. These players will be prepared to join the U9 academy pool.

### Academy (U9-U12)

The Academy program is designed for players who are interested in a transitional program from the Recreational program to a more competitive Select program. Players in this program are exposed to a more intensive and competitive level than recreational and the focus is on developing the proper technical and tactical foundation that is crucial for the Select program. Commitment is required while fun is still being promoted. Academy participation is a one-year commitment of fall and spring seasons.

### Select – Athena/Classic (U13-U19)

The Athena (girls U13 & up) and Classic (boys U13 & up) programs are for players who are interested in a highly competitive level of soccer. Emphasis will be on advancement of soccer skills to a level which prepares the player for elite programs such as summer regional league, collegiate, semi-professional and professional soccer. Athena and Classic team participation requires a one-year commitment consisting of a fall and spring season.

## Academy/Select Participation Fees

Details regarding your UFA Branch participation fees can be found on the UFA Branch website. Please go to [www.unitedfa.org](http://www.unitedfa.org), click on your UFA Branch, hover over programs and choose Academy/Select Soccer> Academy/Select Tryouts.

***UFA has a NO REFUND policy.*** For Academy/Select exclusions include, but are not limited to, family moving out of state and medical issues (w/ appropriate supporting documents).

Supporting Documents to be included in the pro-rated refund request:

- Moving out of State – Utility bill with parent name and new address
- Season Ending Injury – Doctor’s note to include player’s name, injury, date of occurrence, and estimated return to play. (A pro-rated refund/fee adjustment will only be considered if the injury results in the player being out for at least 3 or more months in that season. No refund will be assessed for illness and/or injury that deters a player from participating for less than 12 weeks. Any refund/fee adjustment will not exceed ½ of the regular participation fees. (Financial Aid players will not be issued a refund or further fee adjustments.)

# United Futbol Academy – Policies and Procedures

## Seasonal Year: Academy/Select Commitment

When you register to play on a UFA select team ages 8 and up, your child is committed for a full seasonal year, both the fall and spring seasons.

- Players who decide to leave UFA within the seasonal year will be required to complete all financial obligations to UFA. If these financial obligations are not satisfied, you may be required to pay the fees before the player may return to UFA in subsequent years. Financial Aid players will be required to repay the money awarded before a transfer will be approved.
- No player will be released from UFA until all participation, tournament and team fees have been paid in full. UFA reserves the right to deny any release requests based on your commitment to the Academy/Select team for a full seasonal year.
- Because practices are where much of the learning and development takes place, participants must attend both practices/week, three for top teams. Occasionally, conflicts arise in which the participant cannot attend a practice. Other activities (music lessons, other sports, homework, vacations, etc.) should be considered before committing to the Select Program to avoid significant interruption of the required practice and game schedule. Remember, the Select Program is a stepping-stone to a more competitive level of competition. Therefore, a significant commitment is required to ensure that an individual can compete at higher levels of competition.
- Players should attend all practices, tournaments and soccer camps/clinics that are scheduled for their team, including the mandatory pre-fall season team camp. In addition, players should be prepared with a correct size ball (pumped), water, appropriate training/game uniform, shin guards and cleats or turf shoes. (If your player is unable to attend a practice, training or game the Coach should notified as such, in a timely manner.)
- I further understand that as an active member of UFA, I may be asked to volunteer my time on the field and/or at tournaments.
- U15 & up teams playing in a top division (Premier, Classic 1, Athena A, SRPL/NL) will have a spring season, including training and tournaments around the high school season.

## Academy (U9-U12) Player Movement

Because Academy aged players develop at such different rates, it is important to understand that coaches will be moving players on a regular basis. During the season, it is still possible for players to train with and participate in games with other pools/teams without having been officially moved from one pool/team to another.

PLEASE NOTE: All player movement will be approved by the Academy Director and is solely based on the best interest of the individual player and his/her development.

\* UFA Forsyth Branch ONLY operates with a 'POOL SYSTEM' for the U9-U10 age groups:

Upon acceptance into the Academy Program, UFA will offer U9 and U10 players a roster spot in a Pool (for example in Pool 1). The Pool levels are currently anticipated to be Pool 1, 2 or 3. During team camp, coaches will determine to a finer degree what level players are at initially for the designation of pool teams. Each pool is slated to have two teams: Premier/Red, Gold/Black, White/Blue and Silver/Bronze.

For Age Levels U11 and older, players will be offered a roster spot on a specific team; however, the player movement details described below will still be applicable to all players in these older age groups. Team names are as follows from 1st team to 6th team: Premier, Red, Gold, Black, White, Blue, Silver and Bronze.

# United Futbol Academy – Policies and Procedures

## Uniforms

### *U7-U8 Future Academy Players*

Uniform fitting will be held during the Player Evaluations. Uniform package includes: 1 red, 1, black and 1 white shirt; 1 black shorts, and 1 pair of black socks. Cost is included in your participation fees.

### *U9-U19 Academy/Select Players*

Players are required to purchase and wear the UFA uniform package through our approved vendor.

Players will receive an email from [orders@lloydssoccer.com](mailto:orders@lloydssoccer.com). (Please be sure to add this in your email contacts so it does not go to spam.)

The 2017-2018 season will be the second year of a two-year cycle. All players NEW to the UFA Academy/Select program are required to order the complete uniform package in June. Once the player's uniform order has been placed, there will be NO refunds or exchanges. With that in mind, players are strongly encouraged to attend a scheduled uniform fitting.

Please note, some uniform items are gender specific, so it is important you attend the appropriate uniform fitting session. Uniform orders will be placed and paid for (credit card only) at the fitting. Orders will be delivered to your team manager in August.

The following are **REQUIRED uniform items** and MUST be purchased. The player pass will be withheld until all required items have been purchased.

Home Jersey & Away Jersey

Home Shorts & Away Shorts

Practice Shirt

Home Socks & Away Socks

Backpack (Must be a UFA backpack, not just Adidas.)

Warm-up Jacket and Pants are required as follows:

\* UFA Forsyth – Jacket and Pants are required for U9-U10 Pool 1; U11-U13 Premier, Red; U14-U19 SRPL, Premier, CL-1, and AT-A teams

\* UFA Norcross – Jacket and Pants are required for U9-U19 Premier and Red teams

### **Additional Required Items:**

**Goal Keepers:** If the player is a goal keeper only, never a field player, they do not have to order the field jerseys. However, they must order all other uniform items and a UFA keeper jersey.

### **Practice Uniform:**

UFA Practice Shirt, Black Shorts (Adidas or no name brand), Black Socks (Adidas or no name), shin guards, Turf shoes, appropriate size/inflated soccer ball Size (U5-U8 = size 3, U10-U12 = size 4, U13+ = size 5)

**Turf Shoe Policy** is enforced as follows:

Forsyth: Enforced

Mountains: Enforced

South GA: Recommended

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Norcross: Recommended

Milton: Enforced

Lawrenceville: Recommended

Players who participate at UFA Forsyth, Mountains and Milton are required to wear TURF SHOES or tennis shoes for practices only. The turf shoes can be worn during games; however, we recommend each player wear soccer cleats.

**Cold Gear/Undergarments:** (not required but must be purchased/worn in accordance with club policy.) Any undergarments must be the same color as the dominant color of the outer garment. All undergarments (slides, pants, undershirts, etc.) which extend visibly beyond the required uniform item and/or can be seen under the uniform item, must be as close as possible in color to the main color of said uniform part under which they are worn. For example, red long-sleeve shirts must be worn under red jerseys, and black under black. Pants/slides/tights must also match the dominant color of the shorts, red under red shorts, black under black. Shin guard straps/tape must also match the dominant color of the socks.

## ***Jersey Numbers: FORSYTH, MOUNTAINS, LAWRENCEVILLE & NORCROSS***

In each age group/gender, players should have a unique number to easily facilitate player movement between teams. UFA has defined a specific range of jersey numbers that are available for each age group. **All jersey numbers MUST be approved by the Uniform Coordinator.** If you order a uniform and your number has not been approved and properly recorded, you run the risk of having to replace the uniform at your own expense.

- **Returning UFA (Academy/Select) players** may keep their jersey number, as long as the jersey number is within the team's jersey number range. If the number does not fall within the team's number range, the player will be required to choose a new jersey number at the uniform fitting **ONLY**. If you are unable to attend a fitting, you may choose a jersey number after the final uniform fitting has occurred. (Please do NOT contact the Uniform Coordinator about numbers. No exceptions will be made.)
- Number conflicts between players are resolved as follows: The player returning to the team gets to keep the jersey number and the player new to the team must choose a new number from the pool of numbers assigned to that team. If both players are returning UFA players, the player with UFA seniority will be allowed to keep the number.
- **Players New to UFA** will have the opportunity to choose from available jersey numbers for their team at a Uniform Fitting **ONLY**. If you are unable to attend a fitting, you may choose a jersey number after the final uniform fitting has occurred. (Please do NOT contact the Uniform Coordinator about numbers. No exceptions will be made.)

## **Jersey Re-Numbering Procedure – FORSYTH, MOUNTAINS, LAWRENCEVILLE & NORCROSS**

Occasionally, it may be necessary for a player to change jersey numbers in the middle of a uniform cycle. In this situation, UFA will allow the jersey/shorts to be re-numbered using the process described below.

- Step 1: Be sure you have the UFA Uniform Coordinator's permission, in writing, to have the jersey number changed.
- Step 2: Have the old number removed at Soccer Locker

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Soccer Locker  
2933 Pleasant Hill Road  
Duluth, GA 30096

- Step 3: Have the new number replaced by Lloyd's Soccer  
Lloyd's Soccer  
9700 Medlock Bridge Road  
Suite 140 & 150  
Johns Creek, Ga 30097

**Note:** This option is being offered as an alternative to purchasing a new uniform package. Please read the information below carefully.

- Only approved vendors listed above are to be used in the replacement process.
- Any concerns with the removal process must be discussed with Soccer Locker.
- UFA & Lloyd's Soccer are NOT responsible for any damage that may occur to the uniform during the jersey number removal.
- If a number is replaced by any store other than Lloyd's Soccer, the player will have to replace the jersey at his/her expense. (Numbers put on the jersey MUST be uniform in shape, size, and placement. Only Lloyds' Soccer has the approved UFA specifications.)

## Tournaments

Select teams participate in a minimum of 2 tournaments per season, set by the club. Teams can participate in additional tournaments if they choose but MUST be pre-approved by the club.

- Top teams U10 & up playing in the top division will have additional traveling events per season.
- U11-14 top teams will attend more than 2 tournaments, including but not limited to, the Disney Jr. Showcase over Thanksgiving weekend.
- U15 and up top teams will attend more than 2 tournaments, including but not limited to, Disney in December.
- Tournament fees are shared by all team members, regardless of individual participation. **If you do not pay your team's tournament fees, the player's pass will be pulled and he/she may not participate in any other UFA programs until the financial obligations have been satisfied.**
- If your "HOME" team is different than the team you are rostered on, you pay only for the "HOME" team tournament fees. You are considered a guest player for the rostered team.

**Fees associated with tournaments are not included in the participation fees.** Teams must register according to the procedures published by the hosting club and by the dates specified. Team managers may collect tournament fees immediately after the signing date.

## Academy/Select Program Participation Waivers

Included in registration process: all participants MUST accept prior to completing registration. Super Y players to agree to Academy/Select Registration Waivers

## **RELEASE AND WAIVER OF LIABILITY**

IN CONSIDERATION of being permitted to participate in any way in a UFA activity ("Activity") I, for myself, for personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of the Activities I have registered for and that I/my player is qualified, in good health, and in proper physical condition to participate in such



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Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.

2. FULLY UNDERSTAND THAT: (a) UFA ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY ("RISKS"); (b) these Risks and Dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.

3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE UFA, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owner and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

4. I hereby give approval for the participation of my child in any and all GSSA and affiliated associations or league activities and I assume all risk and hazards incident to such participation, including transportation to and from said activities. I waive, release, absolve, indemnify and agree to hold harmless the GSSA and affiliated association league, the organizers, supervisors, officers, directors, participants and persons or parents supervising or transporting participants to or from such activities from any claims arising out of injury to my child.

5. In my absence, I hereby give my consent for emergency medical treatment for my child as approved by his/her coach, team manager or another adult escort. I understand that this is to prevent undue delay and ensure prompt treatment, and that only a licensed physician, dentist or other such licensed technicians or nurses will be engaged for such emergency treatment. I agree to be responsible for any and all fees/charges for any such necessary emergency treatment.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY CHECKING THE BOX, "I accept the Waiver" AND HAVE AGREED FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

## ***PUBLICITY RELEASE STATEMENT***

From time to time during UFA activities or events, participants will be videotaped, photographed, or interviewed for possible promotions to generate interest in our programs. These images or texts may appear on the UFA website and in the local media. Please acknowledge below your agreement to use your child's photo or text as needed.

# United Futbol Academy – Policies and Procedures

I understand that release and consent is given herein, and is made without compensation. I release UFA, and its staff, from any and all liability, claims, or causes of action with this consent and release. I also waive the right to all negatives, photos, tapes and reproduction, as well as my right to inspect or approve the finished photographs, tapes or interviews.

By checking the box, "I accept waiver", I acknowledge that I have read the publicity release and grant UFA the right to use my child's name, picture, video, or interview for publicity purposes, related to the club's activities, on its website and in all media.

## **COMMUNICATION**

UFA sends club information using a secure mass e-mail system. All messages are sent by the club only and are not spam e-mail. Providing an e-mail address and phone number gives permission to UFA to send club information to the email address and phone number provided. E-mail and phone number changes may be made in Blue Sombrero by the account holder.

Provide an e-mail address of an adult or responsible older child who will check for messages regularly during the season. The size of our organization prevents us from relying exclusively on phone or mail for necessary communications.

UFA will only communicate player information to the person(s) listed as primary and/or secondary account holder. If you need to add an additional individual to the team's contact list, it is the duty of the primary account holder to notify the coach and team manager; and/or make the necessary changes to the account holder's UFA (Blue Sombrero) account.

While email is the main source of communication, UFA may also utilize the phone numbers provided in the account to relay important club related information.

UFA announces field closure using various methods. It is the account holder's responsibility to know what these methods are and choose which suits his/her specific needs.

Should my player be accepted onto a UFA team, I acknowledge that I have read and agree to the terms above by checking the box "I accept the waiver".

## **SEASONAL YEAR – ACADEMY/SELECT COMMITMENT**

Should my player be accepted onto a UFA Academy/Select team, I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

When you register to play on a UFA select team, ages 6 & up, your child is committed for a full seasonal year, both the fall and spring seasons.

\* Players who decide to leave UFA within the seasonal year will be required to complete all financial obligations to UFA. If these financial obligations are not satisfied, you may be required to pay the fees before the player may return to UFA in subsequent years or be added to any other UFA program. Financial Aid players will be required to repay the money awarded before a transfer will be approved.

# United Futbol Academy – Policies and Procedures

- \* No player will be released from UFA until all participation, tournament and team fees have been paid in full. UFA reserves the right to deny any release requests based on your commitment to the Academy/Select team for a full seasonal year.
- \* Tournaments: Fees associated with tournaments are not included in the participation fee. Teams must register according to the procedures published by the hosting club and by the dates specified. Team managers may collect tournament fees immediately after the signing date.
  - Select teams participate in a minimum of 2 tournaments per season, set by the club. Teams can participate in additional tournaments if they choose but **MUST** be pre-approved by the club.
  - Top teams of all age groups, will have additional traveling events per season. In addition, top teams will attend either the Disney Jr. Showcase over Thanksgiving weekend or the Disney Soccer Showcase in December/January.
  - If your “HOME” team is different than the team you are rostered on, you pay only for the “HOME” team tournament fees. You are considered a guest player for the rostered team.
  - Tournament fees are shared by all team members, regardless of individual participation. If you do not pay your team’s tournament fees, the player’s pass will be pulled and he/she may not participate in any other UFA programs and will not be released from UFA until the financial obligations have been satisfied.
- \* Because practices are where much of the learning and development takes place, participants must attend all practices each week. Occasionally, conflicts arise in which the participant cannot attend a practice. Other activities (music lessons, other sports, homework, vacations, etc.) should be considered before committing to the Select Program to avoid significant interruption of the required practice and game schedule. Remember, the Select Program is a stepping-stone to a more competitive level of competition. Therefore, a significant commitment is required to ensure that an individual can compete at higher levels of competition.
- \* Players should attend all practices, games, tournaments and soccer camps/clinics that are scheduled for their team, including the mandatory pre-fall season team camp. (Please be advised: some regular season games may require extensive travel time.) In addition, players should be prepared with a correct size ball (pumped), water, appropriate training/game uniform, shin guards and cleats or turf shoes.
- \* I further understand that as an active member of UFA, I may be asked to volunteer my time on the field and/or at tournaments.
- \* High school teams playing in a top UFA division (Premier, Classic 1, Athena A, SRPL, NL) will have a spring season, including training and tournaments around the high school season.

## ***REFUND POLICY***

UFA has a **NO REFUND** policy. Exclusions include, but are not limited to, family moving out of state and medical issues (w/ appropriate supporting documents). Supporting Documents to be included in the pro-rated refund request:

- Moving out of State – Utility bill with parent name and new address
- Season Ending Injury – Doctor’s note to include player’s name, injury, date of occurrence, and estimated return to play. (A pro-rated refund/fee adjustment will only be considered if the injury results in the player being out for at least 3 or more months in that season. No refund will be assessed for illness and/or injury which keeps the player from participating in soccer for less than 3 months. Any refund/fee adjustment will not exceed ½ of the regular participation fees. (Financial Aid players will not be issued a refund or further fee adjustments.)

# United Futbol Academy – Policies and Procedures

## ***UNIFORM POLICY***

The following are REQUIRED uniform items and **MUST** be purchased and **WORN**. (The player pass will be withheld until all required items have been purchased.)

- Home Jersey & Away Jersey
- Home Shorts & Away Shorts
- Practice Shirt
- Home Socks & Away Socks
- Backpack (Must be a UFA backpack, not just Adidas.)

\* **FORSYTH:** Warm-up Jacket and Pants are required for all top teams in Forsyth: U9-U10 Pool 1; U11-U13 Premier, Red; U14-U19 SRPL, Premier, CL-1, and AT-A teams

\* **NORCROSS:** Warm-Up Jacket and Pants are required for Norcross teams: U9-U19 Premier and Red

### Practice Uniform:

Practice Shirt, Black Shorts (Adidas or no name brand), Black Socks (Adidas or no name), shin guards, Turf Cleats

Turf Shoe Policy: is enforced as follows:

Forsyth: Enforced

Mountains: Enforced

South GA: Recommended

Norcross: Recommended

Milton: Enforced

Lawrenceville: Recommended

Players who participate at UFA Forsyth, Mountains and Milton are required to wear **TURF SHOES** or tennis shoes for practices only. The turf shoes can be worn during games; however, we recommend each player wear soccer cleats. These can be found at Lloyds Soccer, 9700 Medlock Bridge Road, Johns Creek, GA 30097.

Cold Gear/Undergarments: (not required but must be purchased/worn in accordance with club policy.) Any undergarments must be the same color as the dominant color of the outer garment. All undergarments (slides, pants, undershirts, etc.) which extend visibly beyond the required uniform item and/or can be seen under the uniform item, must be as close as possible in color to the main color of said uniform part under which they are worn. For example, red long-sleeve shirts must be worn under red jerseys, and black under black.

Pants/slides/tights must also match the dominant color of the shorts, red under red shorts, black under black. Shin guard straps/tape must also match the dominant color of the socks.

### Additional Required Items:

**Goal Keepers:** If the player is a goal keeper only, never a field player, they do not have to order the field jerseys. However, they must order a UFA goal keeper kit.

### Jersey Numbers:

All jersey numbers **MUST** be approved by the Uniform Coordinator. If you order a uniform and your number has not been approved and properly recorded, you run the risk of having to replace the uniform at your own expense.

# United Futbol Academy – Policies and Procedures

I acknowledge that I have read and agree to the terms of the UFA Uniform Policy by checking the box "I accept the waiver."

## ***PARENT'S CODE OF CONDUCT***

Should my player be accepted onto a UFA Academy/Select team, I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

- I will bear in mind that my child(ren) participate in soccer for THEIR enjoyment.
- I will stress that doing one's best is more important than winning.
- I will REFRAIN FROM COACHING any player(s) during games or practices unless I am an official coach for the team.
- I will respect the official's decision and will teach my child(ren) to do likewise.
- I will respect all coaches; will not confront coaches or officials in front of players and will discuss the matters at an agreed place and time.
- I, and my guests, will be a positive role model and encourage sportsmanship by showing respect, courtesy, and positive support to all players, coaches, officials and spectators at every practice and/or games.
- I, and my guests, will not engage in any kind of unsportsmanlike conduct such as booing, ridiculing, taunting, refusal to shake hands or usage of any profane language or gestures.
- I will require that my child(ren) treat everyone with respect regardless of race, religion, gender or athletic ability.
- I will learn the rules of the game and policies of the league that will be made available by UFA and encourage my child(ren) to play according to the rules of the game and to settle disagreements without resorting to hostility or violence.
- I will demand a sports environment that is free of drugs, tobacco, alcohol and firearms.
- In Reference to the Referee: Never use foul or abusive language toward any of the opponents, referees; center or linesmen. If you have an issue with a referee, you should bring it to your coach's attention after the game and let the coach deal with the issue. Remember that each referee is just as different as the field on which the game is played.
- In Reference to your Coach: Your coach will never come to your place of work and tell you how to do your job. Please grant your coach the same respect. If you have an issue with your coach, you should address that directly with the coach at an appropriate time and place. Immediately before and after a game is not the best time or place. After having an unemotional discussion with your coach regarding your issues, if you are not happy with the coach's response, you should take your issue to the appropriate Director.

I understand that if I do not follow the Code, any or all of the following actions may be taken by the club. I may be:

- Issued a verbal warning
- Required to meet with a club official or D&P committee
- Required to leave the match venue by the club
- Required by the club not to attend future games
- Required to apologize to the team, the other team, referee, and the club
- Required to leave the club along with any dependents

# United Futbol Academy – Policies and Procedures

## ***PLAYER'S CODE OF CONDUCT***

Should my player be accepted onto a UFA Academy/Select team, I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

- I will have fun and be fair at all times.
- I will obey the rules of the game and not resort to any violence due to disagreements.
- I will respect my coaches, officials, parents and all players regardless of race, religion, gender or athletic ability.
- Refrain from criticizing my coach, manager, teammates, parents, opponents or any game official and show respect to all.
- I will ONLY use kind words and gestures.
- Talking back to coaches or any official is not an acceptable behavior. Profanity is NOT allowed.
- I will always try my best.
- I will work for the good of my team.
- I will accept the decisions of game officials and coaches though I may not always agree with the decisions.
- I will be generous when I win and gracious when I lose.
- I will thank the opposition at the end of the game no matter the outcome.
- I will not use or promote the use of alcohol, tobacco, drugs or firearms at any UFA sponsored event.
- In Reference to the Referee: Never use foul or abusive language toward any of the opponents, referees; center or linesmen. If you have an issue with a referee, you should bring it to your coach's attention after the game and let the coach deal with the issue. Remember that each referee is just as different as the field on which the game is played.
- In Reference to your Coach: Your coach will never come to your place of work and tell you how to do your job. Please grant your coach the same respect. If you have an issue with your coach, you should address that directly with the coach at an appropriate time and place. Immediately before and after a game is not the best time or place. After having an unemotional discussion with your coach regarding your issues, if you are not happy with the coach's response, you should take your issue to the appropriate Director.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, I may be:

- Issued a verbal warning
- Required to meet with a club official or D&P committee
- Required by the club not to attend future games
- Required to apologize to the team, the other team, referee, and the club
- Suspended from training
- Required to leave the club

## ***CONCUSSION AWARENESS ACKNOWLEDGEMENT – UPDATED FALL 2016***

By checking the box, "Accept Waiver", I hereby acknowledge that:

a. I have received, read, understand and know where to find the following documents: CDC 'Heads Up' Concussion Fact Sheet and UFA Policy on Concussion Awareness and Return to Play Protocol.

# United Futbol Academy – Policies and Procedures

b. In the event of a possible head trauma - the coach, assistant coach, team manager, and the injured player's parents will immediately notify the Branch Registrar of the occurrence and acknowledge that all parties, including the player's health care provider have received a copy of the UFA Return to Play Protocol.

## **The FACTS**

### **'Heads Up' Concussion Fact Sheet for Coaches – Parents/Guardians/Athletes**

**WHAT IS A CONCUSSION?** A concussion is a type of traumatic brain injury—or TBI— caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth-literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

A traumatic brain injury interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

### **HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?**

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach, parent and/or athlete: you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn't know it or doesn't want to admit it.

So to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury, but the full effect of the injury may not be noticeable at first. For example, in the first few minutes, the athlete might be slightly confused or appear a little bit dazed, but an hour later they can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

### **WHAT ARE THE POSSIBLE SYMPTOMS OF A CONCUSSION?**

#### **SYMPTOMS REPORTED BY ATHLETE:**

• Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

#### **SIGNS OBSERVED BY PARENTS/ GUARDIANS:**

• Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

#### **SIGNS OBSERVED BY COACHING STAFF:**

# United Futbol Academy – Policies and Procedures

• Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall

## WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull.

**Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:**

• One pupil larger than the other • Is drowsy or cannot be awakened • A headache that gets worse • Weakness, numbness, or decreased coordination • Repeated vomiting or nausea • Slurred speech • Convulsions or seizures • Cannot recognize people or places • Becomes increasingly confused, restless, or agitated • Has unusual behavior • Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. **REMOVE THE ATHLETE FROM PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
2. **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body • Any loss of consciousness (passed out/knocked out) and if so, for how long • Any memory loss immediately following the injury • Any seizures immediately following the injury • Number of previous concussions (if any)
3. **INFORM THE ATHLETE'S PARENTS OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up Fact Sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.
4. **KEEP THE ATHLETE OUT OF PLAY.** An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and are cleared to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

In the event that a parent/guardian refuses medical treatment for a player that has received a bump or jolt to the body or head and a concussion is suspected, UFA reserves the right to present the facts to the UFA Risk Management Committee (RMC). Should the RMC decide that it is in the best interest of the player to SIT OUT, UFA reserves the right to remove the player from the GA Soccer roster and dis-allow continued play at UFA.

**Please Note:** Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don't let your athlete convince you that he or she is "just fine" or that he or she can "tough it out." Discourage others from pressuring injured athletes to play. **Emphasize to athletes and parents that playing with a concussion is dangerous.**



# United Futbol Academy – Policies and Procedures

## **WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?**

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## **HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?**

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with a certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

**BASELINE:** Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

**STEP 1:** Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

**STEP 2:** Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

**STEP 3:** Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

**STEP 4:** Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

**STEP 5:** Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## **DID YOU KNOW?**

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## **HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?**

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn't make an athlete immune to concussion. There is no "concussion-proof" helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

## **“WHEN IN DOUBT, SIT THEM OUT!”**

# United Futbol Academy – Policies and Procedures

## ***HARASSMENT & ABUSE***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

Any responsible party with knowledge of an act that endangers the wellbeing of a participant or non-participant at any UFA event or activity should notify the UFA Branch Director, as well as law enforcement if warranted.

(Reporting of child abuse and molestation to the proper state authorities is required by Georgia Law.)

Harmful actions include but are not limited to:

- Harassment, abuse and molestation of a participant or non-participant in any UFA event or activity.
- Potentially unlawful actions at any UFA event or activity and conduct/comments that do not violate state or federal law but that are still inappropriate, including harassment, discrimination, and abuse based on race, color, religion, national origin, sex, age or disability.
- Implication, threats, or request for sexual favors (or refusal thereof) will not have any effect on a player's selection, advancement, or any other condition of participation in any UFA program.

All such conduct is strictly prohibited and will bring prompt and certain disciplinary action. No one has the authority to engage in this kind of unacceptable behavior, and UFA will not tolerate it.

## ***OUTSTANDING BALANCE***

Players will not be placed on a team's roster or allowed to participate in any camp/clinic until the payment portion of the registration has been completed and recorded.

Players that are behind on their academy/select participation fees and/or have an outstanding balance for any previous tournaments, camp, clinic, training, futsal etc. will not be allowed to participate in additional programs until the delinquent balance has been satisfied.

## **Academy/Select Registration Confirmation Emails**

All Academy/Select participants receive the following emails upon completing program registration.

Tryout Confirmation Email – received upon completion of the tryout registration

Participant Acceptance Email – received on signing day with instructions to officially accept a position to team

Policy Contract Waiver - Upon acceptance, all parents agree to the UFA Policy Contract and the UFA Policies and Procedures.

These documents may be found on the UFA Branch website. Please go to [www.unitedfa.org](http://www.unitedfa.org), click on your UFA Branch, hover over programs and choose Academy/Select Soccer> Academy/Select Tryouts.

## ***ACADEMY/SELECT COMMITMENT***

By accepting a position on an Academy/Select team, I fully understand the seasonal year commitment, including time required, distance I will be required to travel, travel related expenses, participation fees and all other UFA Polies and Procedures.

By checking the box, I accept waiver, I hereby acknowledge that I have read and understand ALL UFA Policies and Procedures, set forth in the handbook.

## ***FREQUENTLY VISITED SITES & EMAIL ADDRESSES***

UFA Website: [www.Unitedfa.org](http://www.Unitedfa.org)

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Add to safe sender list: [postmaster@unitedfa.org](mailto:postmaster@unitedfa.org)

Lloyd's Uniform Store: <http://myuniform.lloydssoccer.com/>

Add to safe sender list: [sales@lloydssoccer.com](mailto:sales@lloydssoccer.com)

## Recreational Program

Our Recreational Program currently consists of players from the age of 3 through the age of 19. Please take note that there is no skill level requirement at any age, I.E. we will have children of all levels participating on each team in our program. We have developed a system that provides both a fun and productive environment for players at all levels.

Although our focus is predominantly on the enjoyment of playing the game, we would also like to utilize our time effectively with the children by teaching them as much as possible about the game and the skills needed to excel in the sport.

For more detailed recreational information, including –  
Age Group Chart, Age Group Coordinators (AGC), Recreational fees, FAQ, practice schedule,  
Calendar of Events

Go to [www.unitedfa.org](http://www.unitedfa.org), click on the Branch where your player will be participating. Hover over PROGRAMS and click on the applicable tab to be directed to that information.

## Recreational Participation Fees

Please register your player early as spots fill up quickly. A registration is considered completed when the payment has been processed. (No player will be added to a recreational team until the participation fees have been received and recorded.) Recreational registration must be completed for each season, spring and fall.

- Recreational registration opens May 1<sup>st</sup> (fall program) and November 1<sup>st</sup> (spring program).
- Early Bird Discount: See your branch website for details.
- Special Requests: See your branch website for details.
- Late Registration: See your branch website for details.

## Recreational Uniforms

Our recreational uniforms are intended to be used for one seasonal year. **Our seasonal year runs from fall to spring and each player receives one uniform per seasonal year. I.E. - If you participated in the fall season, you will not receive a new uniform for the spring season.** Prior to the fall season each year, the recreational uniforms will be evaluated and the vendor and/or style may change. Once the uniform is chosen, we will make a one-year commitment to that particular uniform. Due to the rapid growth of our club as well as time constraints, we will not be offering exact sizing. Each team will receive the recommended sizes for their age group. Upon receipt, the team manager and/or coach will distribute among the players according to size.

\*UFA South Georgia Participants please note: players will receive a uniform jersey each season

**Turf Shoe Policy** is enforced as follows:

Forsyth: Enforced

Mountains: Enforced

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South GA: Recommended

Norcross: Recommended

Milton: Enforced

Lawrenceville: Recommended

**Turf Shoe Policy:** Players who participate at UFA Forsyth, Mountains and Milton are required to wear TURF SHOES or tennis shoes for practices only. The turf shoes can be worn during games; however, we recommend each player wear soccer cleats.

## **Rec Requests to Play Up**

Generally, players will play in their own age group, but occasionally players will want to play up an age group. **Any player wishing to play up to the next age group must be approved by the Recreational Director.** If approved, the Recreational Director will move the player to the division they will be playing up to in the registration database.

\* UFA Forsyth and UFA Mountains Participants MUST receive play up approval by the assessment date, at the latest.

**Recreational Program Registration Waivers** (Included in registration process: all participants MUST accept prior to completing registration.)

## ***RELEASE AND WAIVER OF LIABILITY***

IN CONSIDERATION of being permitted to participate in any way in a UFA activity ("Activity") I, for myself, for personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of the Activities I have registered for and that I/my player is qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. FULLY UNDERSTAND THAT: (a) UFA ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY ("RISKS"); (b) these Risks and Dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.
3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE UFA, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owner and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES

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from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

4. I hereby give approval for the participation of my child in any and all GSSA and affiliated associations or league activities and I assume all risk and hazards incident to such participation, including transportation to and from said activities. I waive, release, absolve, indemnify and agree to hold harmless the GSSA and affiliated association league, the organizers, supervisors, officers, directors, participants and persons or parents supervising or transporting participants to or from such activities from any claims arising out of injury to my child.
5. In my absence, I hereby give my consent for emergency medical treatment for my child as approved by his/her coach, team manager or another adult escort. I understand that this is to prevent undue delay and ensure prompt treatment, and that only a licensed physician, dentist or other such licensed technicians or nurses will be engaged for such emergency treatment. I agree to be responsible for any and all fees/charges for any such necessary emergency treatment.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY CHECKING THE BOX, “*I accept the Waiver*” AND HAVE AGREED FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

## ***PUBLICITY RELEASE STATEMENT***

From time to time during UFA activities or events, participants will be videotaped, photographed, or interviewed for possible promotions to generate interest in our programs. These images or texts may appear on the UFA website and in the local media. Please acknowledge below your agreement to use your child’s photo or text as needed.

I understand that release and consent is given herein, and is made without compensation. I release UFA, and its staff, from any and all liability, claims, or causes of action with this consent and release. I also waive the right to all negatives, photos, tapes and reproduction, as well as my right to inspect or approve the finished photographs, tapes or interviews.

By checking the box, "I accept waiver", I acknowledge that I have read the publicity release and grant UFA the right to use my child's name, picture, video, or interview for publicity purposes, related to the club's activities, on its website and in all media.

## ***COMMUNICATION***

UFA sends club information using a secure mass e-mail system. All messages are sent by the club only and are not spam e-mail. Providing an e-mail address and phone number gives permission to UFA to send club information to the email address and phone number provided. E-mail and phone number changes may be made in Blue Sombrero by the account holder.

Provide an e-mail address of an adult or responsible older child who will check for messages regularly during the season. The size of our organization prevents us from relying exclusively on phone or mail for necessary communications.

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UFA will only communicate player information to the person(s) listed as primary and/or secondary account holder. If you need to add an additional individual to the team's contact list, it is the duty of the primary account holder to notify the coach and team manager; and/or make the necessary changes to the account holder's UFA (Blue Sombrero) account.

While email is the main source of communication, UFA may also utilize the phone numbers provided in the account to relay important club related information.

UFA announces field closure using various methods. It is the account holder's responsibility to know what these methods are and choose which suits his/her specific needs.

Should my player be accepted onto a UFA team, I acknowledge that I have read and agree to the terms above by checking the box "I accept the waiver".

## ***REFUND POLICY***

**UFA has a NO REFUND policy.**

## ***PARENT'S CODE OF CONDUCT***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

- I will bear in mind that my child(ren) participate in soccer for THEIR enjoyment.
- I will stress that doing one's best is more important than winning.
- I will REFRAIN FROM COACHING any player(s) during games or practices unless I am an official coach for the team.
- I will respect the official's decision and will teach my child(ren) to do likewise.
- I will respect all coaches; will not confront coaches or officials in front of players and will discuss the matters at an agreed place and time.
- I, and my guests, will be a positive role model and encourage sportsmanship by showing respect, courtesy, and positive support to all players, coaches, officials and spectators at every practice and/or games.
- I, and my guests, will not engage in any kind of unsportsmanlike conduct such as booing, ridiculing, taunting, refusal to shake hands or usage of any profane language or gestures.
- I will require that my child(ren) treat everyone with respect regardless of race, religion, gender or athletic ability.
- I will learn the rules of the game and policies of the league that will be made available by UFA and encourage my child(ren) to play according to the rules of the game and to settle disagreements without resorting to hostility or violence.
- I will demand a sports environment that is free of drugs, tobacco, alcohol and firearms.
- In Reference to the Referee: Never use foul or abusive language toward any of the opponents, referees; center or linesmen. If you have an issue with a referee, you should bring it to your coach's attention after the game and let the coach deal with the issue. Remember that each referee is just as different as the field on which the game is played.
- In Reference to your Coach: Your coach will never come to your place of work and tell you how to do your job. Please grant your coach the same respect. If you have an issue with your coach, you should address that directly with the coach at an appropriate time and place. Immediately before and after a game is not the best time or place. After having an unemotional discussion with your coach regarding

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your issues, if you are not happy with the coach's response, you should take your issue to the appropriate Director.

I understand that if I do not follow the Code, any or all of the following actions may be taken by the club. I may be:

- Issued a verbal warning
- Required to meet with a club official or D&P committee
- Required to leave the match venue by the club
- Required by the club not to attend future games
- Required to apologize to the team, the other team, referee, and the club
- Required to leave the club along with any dependents

## ***PLAYER'S CODE OF CONDUCT***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

- I will have fun and be fair at all times.
- I will obey the rules of the game and not resort to any violence due to disagreements.
- I will respect my coaches, officials, parents and all players regardless of race, religion, gender or athletic ability.
- Refrain from criticizing my coach, manager, teammates, parents, opponents or any game official and show respect to all.
- I will ONLY use kind words and gestures.
- Talking back to coaches or any official is not an acceptable behavior. Profanity is NOT allowed.
- I will always try my best.
- I will work for the good of my team.
- I will accept the decisions of game officials and coaches though I may not always agree with the decisions.
- I will be generous when I win and gracious when I lose.
- I will thank the opposition at the end of the game no matter the outcome.
- I will not use or promote the use of alcohol, tobacco, drugs or firearms at any UFA sponsored event.
- In Reference to the Referee: Never use foul or abusive language toward any of the opponents, referees; center or linesmen. If you have an issue with a referee, you should bring it to your coach's attention after the game and let the coach deal with the issue. Remember that each referee is just as different as the field on which the game is played.
- In Reference to your Coach: Your coach will never come to your place of work and tell you how to do your job. Please grant your coach the same respect. If you have an issue with your coach, you should address that directly with the coach at an appropriate time and place. Immediately before and after a game is not the best time or place. After having an unemotional discussion with your coach regarding your issues, if you are not happy with the coach's response, you should take your issue to the appropriate Director.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, I may be:

- Issued a verbal warning
- Required to meet with a club official or D&P committee

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- Required by the club not to attend future games
- Required to apologize to the team, the other team, referee, and the club
- Suspended from training
- Required to leave the club

## **CONCUSSION AWARENESS ACKNOWLEDGEMENT – UPDATED FALL 2016**

By checking the box, "Accept Waiver", I hereby acknowledge that:

- a. I have received, read, understand and know where to find the following documents: CDC 'Heads Up' Concussion Fact Sheet and UFA Policy on Concussion Awareness and Return to Play Protocol.
- b. In the event of a possible head trauma - the coach, assistant coach, team manager, and the injured player's parents will immediately notify the Branch Registrar of the occurrence and acknowledge that all parties, including the player's health care provider have received a copy of the UFA Return to Play Protocol.

### **The FACTS**

#### **'Heads Up' Concussion Fact Sheet for Coaches – Parents/Guardians/Athletes**

**WHAT IS A CONCUSSION?** A concussion is a type of traumatic brain injury—or TBI— caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth-literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

A traumatic brain injury interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

#### **HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?**

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach, parent and/or athlete: you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn't know it or doesn't want to admit it.

So to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury, but the full effect of the injury may not be noticeable at first. For example, in the first few minutes, the athlete might be slightly confused or appear a little bit dazed, but an hour later they can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.



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## WHAT ARE THE POSSIBLE SYMPTOMS OF A CONCUSSION?

### SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems
- Confusion • Just not “feeling right” or is “feeling down”

### SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

### SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can’t recall events prior to hit or fall • Can’t recall events after hit or fall

## WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull.

**Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:**

- One pupil larger than the other • Is drowsy or cannot be awakened • A headache that gets worse • Weakness, numbness, or decreased coordination • Repeated vomiting or nausea • Slurred speech • Convulsions or seizures • Cannot recognize people or places • Becomes increasingly confused, restless, or agitated • Has unusual behavior • Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. **REMOVE THE ATHLETE FROM PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
2. **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body • Any loss of consciousness (passed out/knocked out) and if so, for how long • Any memory loss immediately following the injury • Any seizures immediately following the injury • Number of previous concussions (if any)
3. **INFORM THE ATHLETE’S PARENTS OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up Fact Sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.
4. **KEEP THE ATHLETE OUT OF PLAY.** An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and are cleared to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

In the event that a parent/guardian refuses medical treatment for a player that has received a bump or jolt to the body or head and a concussion is suspected, UFA reserves the right to present the facts to the UFA Risk Management Committee (RMC). Should the RMC decide that it is in the best interest of the player to SIT OUT, UFA reserves the right to remove the player from the GA Soccer roster and dis-allow continued play at UFA.

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**Please Note:** Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don't let your athlete convince you that he or she is "just fine" or that he or she can "tough it out." Discourage others from pressuring injured athletes to play. **Emphasize to athletes and parents that playing with a concussion is dangerous.**

## **WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?**

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## **HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?**

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with a certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

**BASELINE:** Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

**STEP 1:** Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

**STEP 2:** Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

**STEP 3:** Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

**STEP 4:** Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

**STEP 5:** Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## **DID YOU KNOW?**

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## **HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?**

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must

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to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn't make an athlete immune to concussion. There is no "concussion-proof" helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

**"WHEN IN DOUBT, SIT THEM OUT!"**

## ***HARASSMENT & ABUSE***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

Any responsible party with knowledge of an act that endangers the wellbeing of a participant or non-participant at any UFA event or activity should notify the UFA Branch Director, as well as law enforcement if warranted.

(Reporting of child abuse and molestation to the proper state authorities is required by Georgia Law.)

Harmful actions include but are not limited to:

- Harassment, abuse and molestation of a participant or non-participant in any UFA event or activity.
- Potentially unlawful actions at any UFA event or activity and conduct/comments that do not violate state or federal law but that are still inappropriate, including harassment, discrimination, and abuse based on race, color, religion, national origin, sex, age or disability.
- Implication, threats, or request for sexual favors (or refusal thereof) will not have any effect on a player's selection, advancement, or any other condition of participation in any UFA program.

All such conduct is strictly prohibited and will bring prompt and certain disciplinary action. No one has the authority to engage in this kind of unacceptable behavior, and UFA will not tolerate it.

## ***OUTSTANDING BALANCE***

Players will not be placed on a team's roster or allowed to participate in any camp/clinic until the payment portion of the registration has been completed and recorded.

Players that are behind on their academy/select participation fees and/or have an outstanding balance for any previous tournaments, camp, clinic, training, futsal etc. will not be allowed to participate in additional programs until the delinquent balance has been satisfied.

## ***WAIT LIST***

I understand that if my child is put on a wait list, he/she will not be placed on a team until UFA has received payment for the participation fees.

## ***UFA POLICIES AND PROCEDURES***

By checking the box, "I accept the waiver", I hereby certify that I have read and agree to UFA Policies and Procedures. From the UFA home page, hover over ABOUT>RESOURCES and click on Forms & Policies.

## ***MEDICAL RELEASE INFORMATION***

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. **Has your athlete experienced a TBI or jolt to the head or body, with or without diagnosis? Yes or No**

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**If yes, in accordance with GA Soccer, please provide the following information in the text box below for EACH OCCURRENCE:** 1. Date of Injury, 2. Describe the diagnosis and circumstances and 3. Date that the athlete was cleared to return to play by healthcare professional. NOTE: If your athlete has not sustained a concussion or TBI, please indicate NOT APPLICABLE in the text box below.

**Provide your Health Insurance Carrier's name and policy number.** If you do not have medical insurance, indicate NONE.

**Provide your Athlete's Healthcare Professional's name, address and phone number.**

**List any known allergies or medical conditions that we should be aware of.**

## **Camps & Clinics**

### **Camps & Clinics Registration and Program Description**

Program descriptions and information may be found on the UFA website. To register log into your UFA account and click on “Available Programs” button to the right of the player’s name.

### **Camps & Clinics Participation Fees**

No player will be added to a program/allowed to play until the online registration has been completed with payment.

### **Camps & Clinics Attire/Equipment**

All participants should arrive on the field in the appropriate gear and prepared with...

- Training shirt/shorts/socks
- Weather appropriate outer/under garments
- Shin guards
- Cleats or turf shoes (indoor shoes if indoor program)
- Appropriate size ball, inflated properly (U5-U8 = size 3, U10-U12 = size 4, U13+ = size 5)
- Water
- Sunscreen, if outdoor (even if cold weather)

### **Camps & Clinics Registration Waivers**

Included in registration process: all participants MUST accept prior to completing registration. (Super Y players to agree to Academy/Select Registration Waivers.)

### ***RELEASE AND WAIVER OF LIABILITY***

IN CONSIDERATION of being permitted to participate in any way in a UFA activity ("Activity") I, for myself, for personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of the Activities I have registered for and that I/my player is qualified, in good health, and in proper physical condition to participate in such Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. FULLY UNDERSTAND THAT: (a) UFA ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY ("RISKS"); (b) these Risks and Dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE

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NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.

3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE UFA, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owner and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

4. I hereby give approval for the participation of my child in any and all GSSA and affiliated associations or league activities and I assume all risk and hazards incident to such participation, including transportation to and from said activities. I waive, release, absolve, indemnify and agree to hold harmless the GSSA and affiliated association league, the organizers, supervisors, officers, directors, participants and persons or parents supervising or transporting participants to or from such activities from any claims arising out of injury to my child.

5. In my absence, I hereby give my consent for emergency medical treatment for my child as approved by his/her coach, team manager or other adult escort. I understand that this is to prevent undue delay and ensure prompt treatment, and that only a licensed physician, dentist or other such licensed technicians or nurses will be engaged for such emergency treatment. I agree to be responsible for any and all fees/charges for any such necessary emergency treatment.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY CHECKING THE BOX, "I accept the Waiver" AND HAVE AGREED FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

## ***PUBLICITY RELEASE STATEMENT***

From time to time during UFA activities or events, participants will be videotaped, photographed, or interviewed for possible promotions to generate interest in our programs. These images or texts may appear on the UFA website and in the local media. Please acknowledge below your agreement to use your child's photo or text as needed.

I understand that release and consent is given herein, and is made without compensation. I release UFA, and its staff, from any and all liability, claims, or causes of action with this consent and release. I also waive the right to all negatives, photos, tapes and reproduction, as well as my right to inspect or approve the finished photographs, tapes or interviews.

By checking the box, "I accept waiver", I acknowledge that I have read the publicity release and grant UFA the right to use my child's name, picture, video, or interview for publicity purposes, related to the club's activities, on its website and in all media.

## ***REFUND POLICY***

**UFA has a NO REFUND policy.**

## ***PARENT'S CODE OF CONDUCT***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

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- I will bear in mind that my child(ren) participate in soccer for THEIR enjoyment.
- I will REFRAIN FROM COACHING any player(s) during camp sessions.
- I will respect all trainers; will not confront them in front of participants and will discuss the matters at an agreed place and time.
- I, and my guests, will be a positive role model and encourage sportsmanship by showing respect, courtesy, and positive support to all participants, trainers and spectators at every camp session.
- I, and my guests, will not engage in any kind of unsportsmanlike conduct such as booing, ridiculing, taunting, or usage of any profane language or gestures.
- I will require that my child(ren) treat everyone with respect regardless of race, religion, gender or athletic ability.
- I will learn the rules of the game and policies of the league that will be made available by UFA and encourage my child(ren) to play according to the rules of the game and to settle disagreements without resorting to hostility or violence.
- I will demand a sports environment that is free of drugs, tobacco, alcohol and firearms.

I understand that if I do not follow the Code, any or all of the following actions may be taken by the club. I may be:

- Issued a verbal warning
- Required to apologize to, my trainer, participants, parents and the club
- Required to leave the camp

## ***PLAYER'S CODE OF CONDUCT***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

- I will have fun and be fair at all times.
- I will obey the rules of the game and not resort to any violence due to disagreements.
- I will respect my trainers, officials, parents and all participants regardless of race, religion, gender or athletic ability.
- Refrain from criticizing my trainer, other participants, parents, or any officials and show respect to all.
- I will ONLY use kind words and gestures.
- Talking back to trainers or any official is not an acceptable behavior. Profanity is NOT allowed.
- I will always try my best.
- I will not use or promote the use of alcohol, tobacco, drugs or firearms at any UFA sponsored event.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, I may be:

- Issued a verbal warning
- Required to apologize to my trainer, participants, parents and the club
- Required to leave the camp

## ***CONCUSSION AWARENESS ACKNOWLEDGEMENT – UPDATED FALL 2016***

By checking the box, "Accept Waiver", I hereby acknowledge that:

a. I have received, read, understand and know where to find the following documents: CDC 'Heads Up' Concussion Fact Sheet and UFA Policy on Concussion Awareness and Return to Play Protocol.

b. In the event of a possible head trauma - the coach, assistant coach, team manager, and the injured player's parents will immediately notify the Branch Registrar of the occurrence and acknowledge that all parties, including the player's health care provider have received a copy of the UFA Return to Play Protocol.

### **The FACTS**

#### **'Heads Up' Concussion Fact Sheet for Coaches – Parents/Guardians/Athletes**

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# United Futbol Academy – Policies and Procedures

**WHAT IS A CONCUSSION?** A concussion is a type of traumatic brain injury—or TBI— caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth—literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

A traumatic brain injury interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

## **HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?**

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach, parent and/or athlete: you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn’t know it or doesn’t want to admit it.

So to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury, but the full effect of the injury may not be noticeable at first. For example, in the first few minutes, the athlete might be slightly confused or appear a little bit dazed, but an hour later they can’t recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

## **WHAT ARE THE POSSIBLE SYMPTOMS OF A CONCUSSION?**

### **SYMPTOMS REPORTED BY ATHLETE:**

• Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

### **SIGNS OBSERVED BY PARENTS/ GUARDIANS:**

• Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

### **SIGNS OBSERVED BY COACHING STAFF:**

• Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can’t recall events prior to hit or fall • Can’t recall events after hit or fall

## **WHAT ARE CONCUSSION DANGER SIGNS?**

# United Futbol Academy – Policies and Procedures

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull.

**Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:**

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. **REMOVE THE ATHLETE FROM PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
2. **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. **INFORM THE ATHLETE’S PARENTS OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up Fact Sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.
4. **KEEP THE ATHLETE OUT OF PLAY.** An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and are cleared to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

In the event that a parent/guardian refuses medical treatment for a player that has received a bump or jolt to the body or head and a concussion is suspected, UFA reserves the right to present the facts to the UFA Risk Management Committee (RMC). Should the RMC decide that it is in the best interest of the player to SIT OUT, UFA reserves the right to remove the player from the GA Soccer roster and dis-allow continued play at UFA.

**Please Note:** Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don’t let your athlete convince you that he or she is “just fine” or that he or she can “tough it out.” Discourage others from pressuring injured athletes to play. **Emphasize to athletes and parents that playing with a concussion is dangerous.**

## WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the



# United Futbol Academy – Policies and Procedures

chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## **HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?**

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with a certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

**BASELINE:** Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

**STEP 1:** Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

**STEP 2:** Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

**STEP 3:** Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

**STEP 4:** Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

**STEP 5:** Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## **DID YOU KNOW?**

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## **HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?**

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn't make an athlete immune to concussion. There is no "concussion-proof" helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

## **"WHEN IN DOUBT, SIT THEM OUT!"**

## ***HARASSMENT & ABUSE***

I acknowledge that I have read and agree to the terms below by checking the box "I accept the waiver".

Any responsible party with knowledge of an act that endangers the wellbeing of a participant or non-participant at any UFA event or activity should notify the UFA Branch Director, as well as law enforcement if warranted. (Reporting of child abuse and molestation to the proper state authorities is required by Georgia Law.)

# United Futbol Academy – Policies and Procedures

Harmful actions include but are not limited to:

- Harassment, abuse and molestation of a participant or non-participant in any UFA event or activity.
- Potentially unlawful actions at any UFA event or activity and conduct/comments that do not violate state or federal law but that are still inappropriate, including harassment, discrimination, and abuse based on race, color, religion, national origin, sex, age or disability.
- Implication, threats, or request for sexual favors (or refusal thereof) will not have any effect on a player's selection, advancement, or any other condition of participation in any UFA program.

All such conduct is strictly prohibited and will bring prompt and certain disciplinary action. No one has the authority to engage in this kind of unacceptable behavior, and UFA will not tolerate it.

## ***OUTSTANDING BALANCE***

Players will not be placed on a team's roster or allowed to participate in any camp/clinic until the payment portion of the registration has been completed and recorded.

Players that are behind on their academy/select participation fees and/or have an outstanding balance for any previous tournaments, camp, clinic, training, futsal etc. will not be allowed to participate in additional programs until the delinquent balance has been satisfied.

## ***MEDICAL RELEASE INFORMATION***

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. **Has your athlete experienced a TBI or jolt to the head or body, with or without diagnosis? Yes or No**

**If yes, in accordance with GA Soccer, please provide the following information in the text box below for EACH OCCURRENCE:** 1. Date of Injury, 2. Describe the diagnosis and circumstances and 3. Date that the athlete was cleared to return to play by healthcare professional. NOTE: If your athlete has not sustained a concussion or TBI, please indicate NOT APPLICABLE in the text box below.

**Provide your Health Insurance Carrier's name and policy number.** If you do not have medical insurance, indicate NONE.

**Provide your Athlete's Healthcare Professional's name, address and phone number.**

**List any known allergies or medical conditions that we should be aware of.**

## **Camps & Clinics Registration Confirmation Email**

Upon completion of the Camp/Clinic registration, a registration confirmation email will be sent to the primary account holder's email address. This email will contain vital information pertaining to the specific camp/clinic that you registered for.

## **Player Registration – Tax ID**

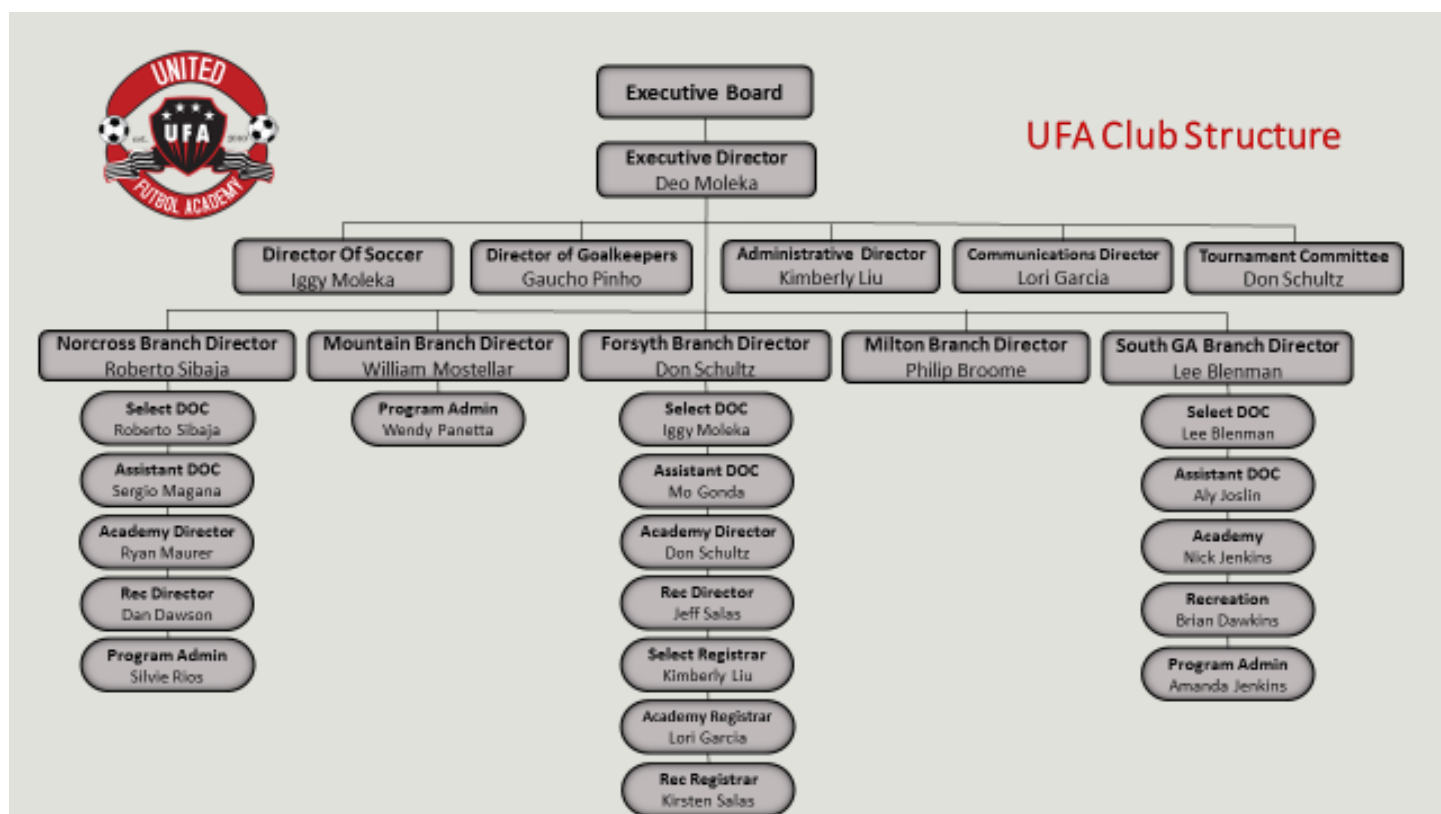
UFA policy is that we do not provide the tax ID # for any/all player registration.

# United Futbol Academy – Policies and Procedures

## UFA PROCEDURES

### Club Structure

Contact info for all UFA staff members may be found on the Branch home page. Hover over ABOUT and click on Staff Directory.



# United Futbol Academy – Policies and Procedures

## Parent - Points of Contact and Issue Escalation Charts

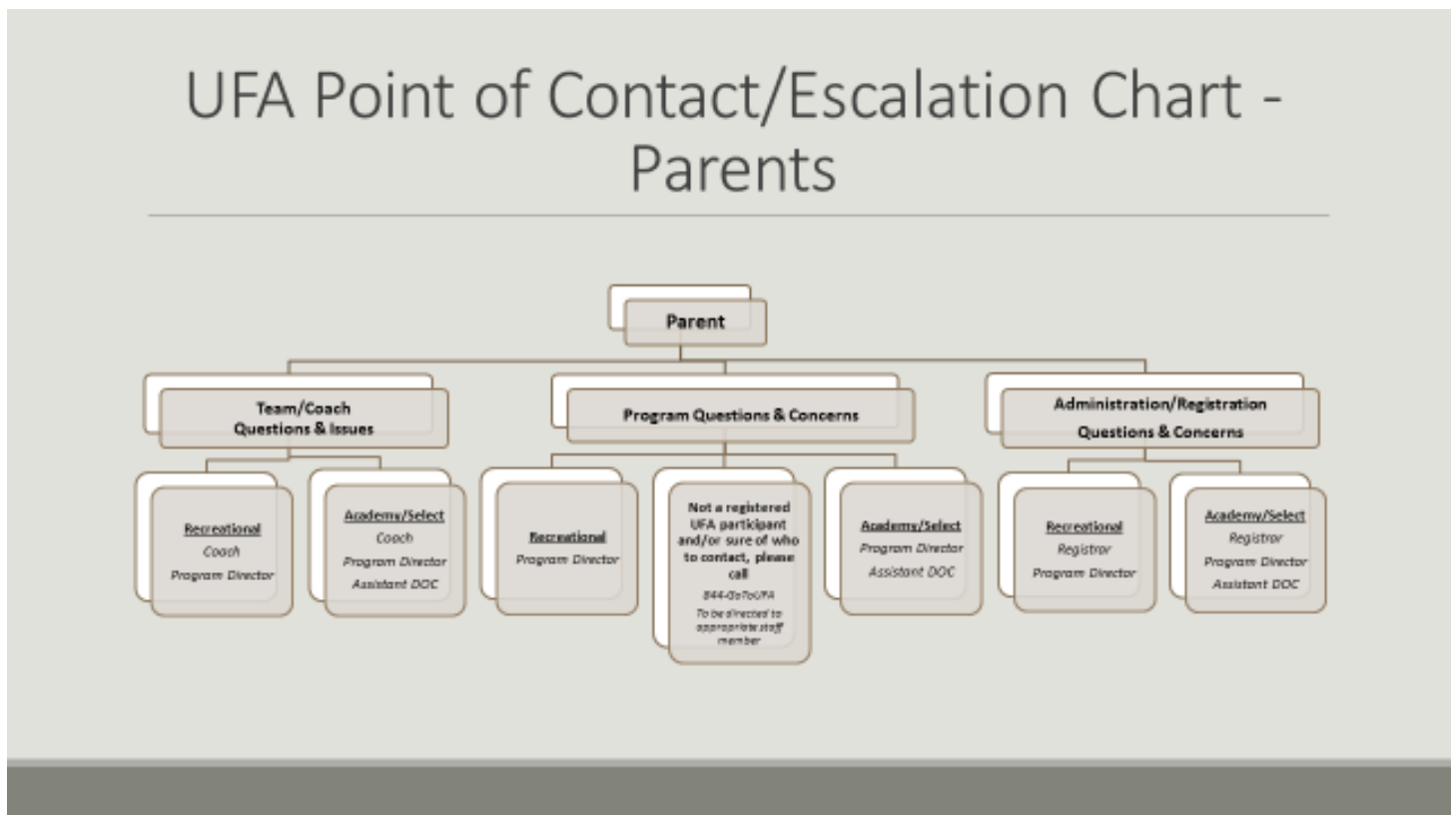
Parents, UFA strives to listen carefully to our membership and we want to ensure that you know the best person to contact should questions and concerns arise during the year.

Please see the chart below. Communication should begin with the 1<sup>st</sup> staff member under the appropriate heading. i.e.: a recreational, academy or select parent who has a team related issue - the parent should contact the coach first. If the coach is unable to assist or is part of the issue, the parent should contact the Program Director. If the Program Director is unsuccessful with a resolution:

- Academy/Select may proceed to the Assistant DOC, then DOC, followed by the Branch Director
- Recreational may proceed to the Branch Director

If you have any questions about who to contact, please email your Program Registrar. He/She will be able to direct you to the appropriate person.

A complete list of your staff's email address can be found on the home page under ABOUT> Staff Directory.



# United Futbol Academy – Policies and Procedures

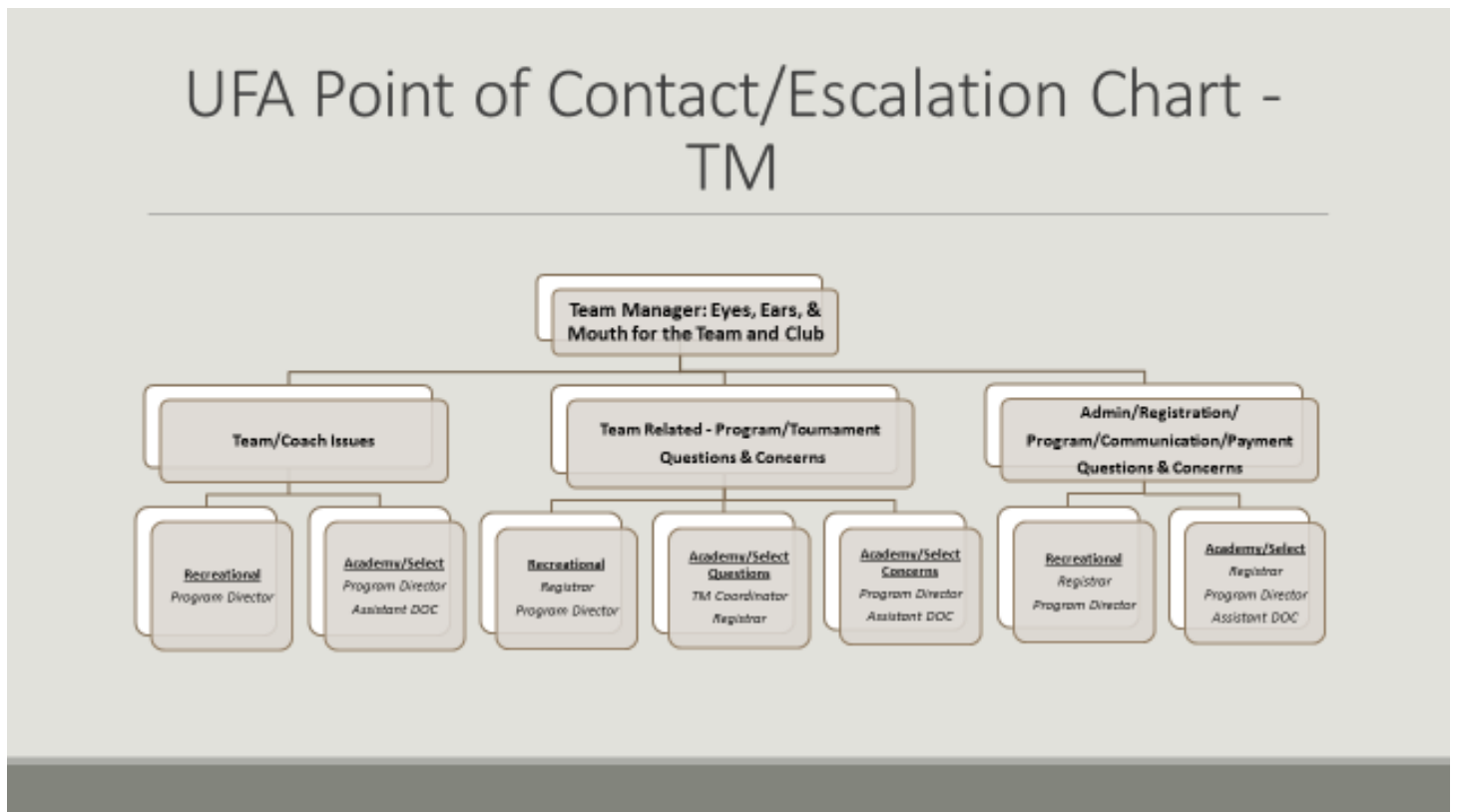
## Team Manager - Points of Contact and Issue Escalation Charts

Team Managers, occasionally a parent may come to you with concerns about his/her player, there may be concerns regarding the coach, method of training or any number of things. Please be sure to direct the party to the appropriate UFA Point of Contact; do not engage. UFA strives to listen carefully to our membership and we want to be sure that you know who the best person is to contact with any questions and/or concerns.

Please see the chart below. Communication should begin with the 1<sup>st</sup> staff member under the appropriate heading. i.e.: a recreational parent who has a team related issue - the parent should contact the coach first. If the coach is unable to assist or part of the issue, the parent should contact the Program Director.

If you have any questions about who to contact, please email your Program Registrar. He/She will be able to direct you to the appropriate person.

A complete list of your staff's email address can be found on the home page under ABOUT> Staff Directory.



# United Futbol Academy – Policies and Procedures

## Academy/Select Tryouts

### *Tryout Information*

Players are required to attend all 3 sessions for their age group. If you cannot attend all 3 days, please let the Branch Director know. Tryout time, location, AGC and projected coaches will be announced by mid-May. This information will be posted on the website under “NEWS”.

**Players should arrive 30 min prior to start of tryouts in order to check in. Players should be dressed accordingly with cleats (or turf shoes), shin guards, ball and water. Players should NOT WEAR ANY CLUB IDENTIFYING GEAR, UFA or otherwise.**

**Play-Up Requests:** Players must register and tryout for the age appropriate group. At tryouts, check-in at the age appropriate table and note on the check-in sheet that you are requesting to play up. Proceed to the age appropriate field and notify the Coach that you are requesting to play up. After approximately 30 minutes with the age appropriate, the Coach may refer you to the older age group for evaluations. Be sure to speak with the older age group Coach to ensure that he/she is aware you are a play-up.

### *Tryouts – Upon Arrival*

Player, with parent, should proceed to the age appropriate check-in table upon arrival EACH DAY.

- Provide your player’s name to the check-in volunteer
- Each REGISTERED player will be listed on the check-in sheet and assigned a tryout number
- Players must wear the tryout number at all times and it should be returned to the coach each night
- Assigned tryout number will be given back to the payer each day at check-in

**NO PLAYER WILL BE ALLOWED ON THE FIELD UNTIL THE TRYOUT REGISTRATION HAS BEEN COMPLETED ONLINE.**

### *Tryout Notifications*

After tryouts, if you have been selected to play on an Academy, Athena, Classic or SRPL team the following will take place:

- You will receive a phone call within 3 days following the last tryout day.
- Rosters will be posted on the website by the following Monday, 9pm, under the "NEWS", including the player's first name and tryout ID number.
- You will receive an acceptance email by Thursday (unless the team is still being formed), with general information concerning the Academy/Select program.

### *Signing Day and Team Acceptance*

You have 3 days to complete this process and make payment in order to ensure you player’s spot on the team. **If you do not accept the position in our system within 3 days, your player’s position may be given to someone else. BE SURE YOU ARE SOMEWHERE WITH INTERNET ACCESS ON THESE DAYS.**

Academy/Select tryout days, times and locations, may be found on the UFA Branch website. Please go to [www.unitedfa.org](http://www.unitedfa.org), click on your UFA Branch, hover over programs and choose Academy/Select Soccer> Academy/Select Tryouts.

# United Futbol Academy – Policies and Procedures

## Recreational Player Evaluation

UFA Forsyth ONLY: This mandatory assessment for all players, returning and new, from the U5 to the U12 age groups is necessary to aid in our attempt to balance teams...this is not a tryout. (For assessment, day time, and location: please see the branch home page, under PROGRAMS> Recreational Soccer> Rec Seasonal Info.)

### *Recreational Player's Requests to Play Up*

Generally, players will play in their own age group, but occasionally players will want to play up an age group. **Any player wishing to play up to the next age group must be approved by the Recreational Director.** If approved, the Recreational Director will move the player to the division they will be playing up to in the registration database.

\* UFA Forsyth and UFA Mountains Participants MUST receive play up approval by the assessment date, at the latest.

## Academy/Select Uniform Fitting

UFA strongly suggests that each academy/select player attend the appropriate uniform fitting. (Some uniform items are gender specific and size DOES vary with styles.) Once the player's uniform order has been placed, there will be NO refunds or exchanges. Uniform orders will be placed and paid for (credit card only) at the fitting. Orders will be delivered to your team manager in August.

Jersey Numbers: In each age group/gender, players should have a unique number to easily facilitate player movement between teams. UFA has defined a specific range of jersey numbers that are available for each age group.

**All jersey numbers MUST be approved by the Uniform Coordinator. If you order a uniform and your number has not been approved and properly recorded, you run the risk of having to replace the uniform at your own expense.**

For more information regarding the Academy/Select Uniform fitting, please go to [www.unitedfa.org](http://www.unitedfa.org), click on your UFA Branch, hover over programs and choose Academy/Select Soccer> Academy/Select Tryouts.

## Recreational Uniforms

Our recreational uniforms are intended to be used for one seasonal year. **Our seasonal year runs from fall to spring and each player receives one uniform per seasonal year. I.E. - If you participated in the fall season, you will not receive a new uniform for the spring season.** Prior to the fall season each year, the recreational uniforms will be evaluated and the vendor and/or style may change. Once the uniform is chosen, we will make a one-year commitment to that particular uniform. Due to the rapid growth of our club as well as time constraints, we will not be offering exact sizing. Each team will receive the recommended sizes for their age group. Upon receipt, the team manager and/or coach will distribute among the players according to size.

\*UFA South Georgia Participants please note: players will receive a uniform jersey each season

# United Futbol Academy – Policies and Procedures

## Meetings and Training for Volunteers, Coaches and Referees

### Academy/Select Team Manager (TM) Meeting

UFA will hold an annual team manager (TM) meeting in June. ALL team managers are strongly encouraged to attend but especially if you are new. Please contact your branch team manager coordinator for details. (Your branch TM Coordinator's email address can be found on the home page under ABOUT> Staff Directory.)

- Academy/Select Team Managers will be given access to view the TM Role & Quick Start Guide

### Academy/Select TM Handbook

Academy/Select Team Managers will be given access to view the handbook.

### Academy/Select Coach Meetings

The Director of Coaching meets with the Academy/Select coaches regularly and provides them with training/coaching instructions, team management directives, etc.

### Recreational Coach Meetings

The Recreational Program Director meets with the Recreational coaches prior to the start of each season. Seasonal information, as well as, rosters are distributed at this time.

### Coach License Courses

Courses are available before each season. Information is posted on the [GA Soccer](#) website.

### Referee program

For details visit the UFA website. From the home page, click on Referee Program tab.

## Financial Aid Program

**REGISTRATION OPENS MAY 1st - DEADLINE JUNE 15th for new players.**

United Futbol Academy (UFA) is pleased to offer a Financial Aid Program for soccer athletes who are in need of financial assistance in order to play soccer. The program is available for all youths and an on-line financial aid application must be initiated by the parents or guardians of the player. The amount of assistance is limited each year, and based on a first-come, first-served basis. Financial aid is based on financial need only, and is not based on playing ability. Financial aid will cover only volunteer, field usage and participation fees. **Financial aid DOES NOT COVER uniforms, tournament fees, coaching fees, travel expenses, 3rd training fees, TST, camps, etc.**

All financial aid requests are strictly confidential. Information is for the sole purpose of helping UFA determine financial aid eligibility, and will not be shared with anyone except the UFA Financial Aid Committee and the Club Registrar.

Financial aid can range from 25% to 75% based on need-based eligibility and available financial aid funds. However, just because we receive a financial aid application, **this DOES NOT GUARANTEE that the participant will receive financial assistance.**



# United Futbol Academy – Policies and Procedures

## Notes:

1. All Select and Academy players requesting financial aid must pay a \$150 application fee in order to be considered for financial aid. This fee must be paid before a player's application will be considered. If your application is declined, you may request a refund should your player not be able to participate due to financial circumstances.
2. All Recreational players requesting financial aid must pay a \$50 application fee in order to be considered for financial aid. This fee must be paid before a player's application will be considered. If approved, the application fee is considered the participation fee for Rec. Please register for the appropriate recreational program and choose "mail in Check". If declined, you may request a refund should your player not be able to participate due to financial circumstances.
3. A copy of your current tax return is required. Please fax or email a copy of the front page only of the parent or guardian's most recent Federal Income Tax return to **(844) GoToUFA** (468 6832) or to [scholarship@unitedfa.org](mailto:scholarship@unitedfa.org). This is a secure fax and a cover sheet is not required but please indicate your UFA location. Please remember to white out any social security numbers on the copy of your tax return. Failure to submit this document will delay review of your financial aid application.
4. If you request to transfer to another league, all fees must be paid in full before a transfer will be approved.
5. If you are late on payments, your child's player pass may be pulled and your child will not be allowed to participate in ANY UFA activities (including camps, clinics, etc.) until the payments are current.
6. In return for financial aid, we expect you to help us by volunteering your time. Volunteer hours should be rendered in favor of the club and not solely for your child's team.
  - \* Recreational – Aid requires me to volunteer for 5 hours per season.
  - \* Academy/Select – Aid requires me to volunteer for 25-50 hours depending on the amount of aid received. Volunteer hours will be tracked and approval of future scholarships will be contingent upon compliance with the volunteer requirement.
7. UFA serves over 6,000 players per season. In order to keep our costs reasonable and make financial aid available, we are dependent upon volunteers. Our organization also believes in our motto: Skills for Soccer. Skills for Life. We want everyone to have an opportunity to develop more than just soccer skills. In that vein, we are continuing to develop a strong volunteer base that supports the club through helping out in everything from field prep to tournament support. As a recipient of financial aid funding, we ask you to give back to the organization by volunteering throughout the season and during our tournaments. We cannot guarantee that you won't miss a game every once in a while, but we know your child will appreciate being able to play soccer this season.
8. Approval of financial aid does not guarantee that your child will be accepted onto a specific team. He/she must still attend tryouts. The coaches will then determine player placement and offer a position on a team.

# United Futbol Academy – Policies and Procedures

**Any player requesting financial aid MUST complete the application, submit a copy of your current tax return and other supporting documentation (i.e. job loss, medical bills, etc) and pay the application fee before being considered for financial aid.** *Please note that if you have an outstanding balance from the previous soccer season, your application will not be considered until the balance has been satisfied.*

Please [login](#) to your account, click on Register Now and scroll down the list of Available Programs and apply for the **Financial Aid ACADEMY/SELECT Application** or **Financial Aid RECREATIONAL Application**.

## Player Transfers

### Transferring from another club to UFA

**Academy/Select Process** – When a Player accepts a position on an Academy/Select team, he/she is committed for one seasonal YEAR, fall and spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 and spring 2016) **Academy/Select players are only allowed 1 transfer per seasonal year, per GA Soccer.**

1. *Parent* - Prior to any contact, directly or indirectly, the player MUST hold written documentation that he/she has been released, from the club to which the player is registered, and has permission to seek out another team.
2. *Parent* – Email said document to the UFA Program Director and schedule an evaluation with the appropriate age group. Once team placement has been determined and approved by the UFA Program Director...
3. *UFA Coach* – Email UFA Program Registrar with a cc to UFA Program Director, team manager and Parents. Email should include the release documentation, player's full name, age group, gender and UFA team name for placement
4. *UFA Program Registrar* – send instructions to parents on how to register for the Academy/Select tryout program and accept position on team with payment
5. *Parent* – Once payment has been completed, parent should send the official UFA team name and ID number to the Releasing Club's Registrar
6. *Releasing Club Registrar* – releases the player to UFA team in ADG system
7. *UFA Program Registrar* – accepts the player to UFA team in ADG system and prints player pass. (At that time, the TM may print a new GA Soccer roster.)
8. *UFA Program Registrar* – notifies the UFA Uniform Coordinator of the new player
9. *UFA Uniform Coordinator* – provides jersey number choices and uniform ordering instructions to the parents
10. *Parent* – Must order all required uniform items with the approved jersey number

**Recreational Process** – When a Player accepts a position on a Recreational team, he/she is committed for one season, fall or spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 only. He/she must register again for soccer in the spring 2016) Recreational players may change clubs between seasons without a transfer, as they are only committed for 1 season. Please contact your registered club for details, if you would like to transfer to UFA during the recreational season.

# United Futbol Academy – Policies and Procedures

## Transfer from UFA to another club

**Academy/Select Process** – When a Player accepts a position on an Academy/Select team, he/she is committed for one seasonal YEAR, fall and spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 and spring 2016) **Academy/Select players are only allowed 1 transfer per seasonal year, per GA Soccer.**

**Parents:** Prior to any contact with another club, directly or indirectly, the player **MUST** hold written documentation that he/she has been released from UFA, and has permission to seek out another team. UFA requires 14 days' written notice of intent to transfer.

1. **Parent** – Speak to your UFA Coach with regards to the reason you are seeking a transfer. If a resolution cannot be made...
2. **UFA Coach and/or Parent** – Email UFA Director of Coaching (DOC) with a cc to UFA Program Director and UFA Program Registrar, UFA Coach, UFA team manager, and Parents. (DOC will have final say over player movement) Email should include the release request, player's full name, age group, gender and UFA team name. Once approval has been obtained and the player's new team has been determined...
3. **Parents** – Send email to the UFA Program Registrar with a cc to the Program Director. Email should include the UFA DOC's release approval, player's full name, club to which the player is to be transferred, official team name and team ID number
4. **UFA Program Registrar** – releases the player to the team to which the player is to be transferred, in ADG system
5. **Receiving Club Registrar** – accepts the player to receiving team in ADG system

### NOTE:

- All UFA fees and team tournament fees must be paid in full before a release will be considered.
- Financial Aid players will be required to repay the amount awarded, as well.

**Recreational Process** - When a Player accepts a position on a Recreational team, he/she is committed for one season, fall or spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 only. He/she must register again for soccer in the spring 2016) Recreational players may change clubs between seasons without a transfer, as they are only committed for 1 season. Please contact your registered club for details, if you would like to transfer to UFA during the recreational season.

## UFA player transfer to another UFA team

**Academy/Select Process** - When a Player accepts a position on an Academy/Select team, he/she is committed for one seasonal YEAR, fall and spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 and spring 2016) **Academy/Select players are only allowed 1 transfer per seasonal year, per GA Soccer.**

**NOTE:** The following applies to all Select players and Academy only when transferring from one age group to another. (Academy players are rostered in GA Soccer on an age group “pooled” team. As such, they may play on any of the UFA teams in that pool with Coach (roster coach and club pass coach) and/or Program Director's permission.)

# United Futbol Academy – Policies and Procedures

1. *Parent* – Speak to your UFA Coach with regards to the reason you are seeking a transfer. If a resolution cannot be made...
2. *Coach and/or Parent* – Email UFA Program Director with a cc to UFA Program Registrar and UFA Coach, Parents. Email should include the release request, player's full name, age group, gender and team name. Once approval has been obtained and the player's new team has been determined...
3. *Receiving Coach* – Send email to the UFA Program Registrar. Email should include the player's full name, releasing team name/age group, receiving team name/age group, and the following approvals:
  - DOC and/or Program Director Approval (DOC will have final say over player movement)
  - Releasing Coach Recognition of player movement
  - Receiving Coach Recognition of player movement
  - Parents Approval stating that they understand this is the one and only transfer for the year.
  - With a cc to all parties listed above and both team managers
4. *Program Registrar (releasing branch)* – releases the player to the team to which the player is to be transferred, in ADG system
5. *Program Registrar (receiving branch)* – accepts the player to receiving team in ADG system and prints player pass. (At that time, the TM may print a new GA Soccer roster.)
6. *Program Registrar* – notifies the UFA Uniform Coordinator of the transferred player in order to update jersey number charts. (NOTE: If a jersey number conflict arises due to the transfer, uniform re-numbering process may be used in lieu of ordering a new uniform during the seasonal year.)
7. *Uniform Coordinator* – provides jersey number choices and uniform ordering instructions to the parents
8. *Parent* – If a new number is required, the parent MUST have that number approved/recorded by the uniform coordinator and follow policy regarding number replacement or new ordering procedures

## NOTE:

- Any fee adjustments must be paid prior to the transfer's completion.

**Recreational Process** - When a Player accepts a position on a Recreational team, he/she is committed for one season, fall or spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 only. He/she must register again for soccer in the spring 2016) Recreational players may change clubs between seasons without a transfer, as they are only committed for 1 season. Please contact your registered club for details, if you would like to transfer to UFA during the recreational season.

## Adding a new player to UFA

### Academy/Select Process

Once signing day has passed, the first question when approached MUST be... “Are you currently registered with another club?” If yes, the conversation is OVER! If no, you may continue discussion regarding placement/registration after the Coach has received an email from the parent stating they are NOT registered with another club.

1. *Coach* - should instruct the parents to register for the Academy/Select tryout program. Once this has been completed...
2. *Coach* – Email Program Registrar the statement from parents indicating the player is not registered with another club, with a cc to UFA Program Director, team manager and Parents. Email should include the player's full name, age group, DOB, gender and UFA team name to which he/she is to be added.

# United Futbol Academy – Policies and Procedures

3. *Program Registrar* – will add the player to the BS system and send instructions to parents on how to accept position on team with payment.
4. *Parent* – Once payment has been completed, parent should notify the UFA Program Registrar.
5. *Program Registrar* – accepts the player to UFA team in ADG system and prints player pass. (At that time, the TM may print a new GA Soccer roster.)
6. *Program Registrar* – notifies the UFA Uniform Coordinator of the new player
7. *Uniform Coordinator* – provides jersey number choices and uniform ordering instructions to the parents
8. *Parent* – Must order all required uniform items with the approved jersey number

## Recreational Process

When a Player accepts a position on a Recreational team, he/she is committed for one season, fall or spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 only. He/she must register again for soccer in the spring 2016)

1. *Parent* – Registers for the UFA Recreational Program with payment. Notify the appropriate age group coordinator (AGC) with a cc to the Program Director and Program Registrar
2. *AGC* – Email the Team Coach and team manager the player/parents contact info with a cc to the Program Director and Program Registrar
3. *Program Registrar* – accepts the player to UFA team in ADG system and prints player pass/new GA Soccer roster
4. *UFA Program Director* – will place uniform order for the player and the package will be delivered to the team coach to be distributed at practice (no sizes are required from parent)

## Academy/Select Player movement within UFA

### Academy U9-U12 players

Because Academy aged players develop at such different rates, it is important to understand that coaches will be moving players on a regular basis. During the season, it is still possible for players to train with and participate in games with other pools/teams without having been officially moved from one pool/team to another.

PLEASE NOTE: All player movement will be approved by the Academy Director and is solely based on the best interest of the individual player and his/her development.

Academy players are rostered in GA Soccer on an age group “pooled” team. As such, they may play on any of the UFA teams in that pool with Coach (roster coach and club pass coach) and/or Program Director’s permission.

\* UFA Forsyth Branch ONLY operates with a ‘POOL SYSTEM’ for the U9-U10 age groups:

Upon acceptance into the Academy Program, UFA will offer U9 and U10 players a roster spot in a Pool (for example in Pool 1). The Pool levels are currently anticipated to be Pool 1, 2 or 3. During team camp, coaches will determine at a finer degree what level players are at initially for the designation of pool teams. Each pool is slated to have two teams: Premier/Red, Gold/Black, White/Blue and Silver/Bronze.

For Age Levels U11 and older, players will be offered a roster spot on a specific team; however, the player movement details described below will still be applicable to all players in these older age groups. Team names are as follows from 1st team to 6th team: Premier, Red, Gold, Black, White, Blue, Silver and Bronze.

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**Select U13-U19 players** are rostered on the respective team and may “club pass” to another UFA team in accordance with GA Soccer rules and regulations. If the team movement falls outside of the “club pass” parameters, then the transfer process must be followed.

## **Club Pass**

Club passing is allowed, with Coach/Program Director’s approval, as follows.

### **421. Club Pass System**

**421.1** During regular season play, a player may club pass to another team, under the rule as defined in 421.3, within the same member affiliate.

**421.2** Club-pass play is permitted for U-12 and older Recreational players; Athena Classic and Academy U-12 players. Club pass between Athena, Classic and Recreational Programs is not allowed.

**421.3** Academy U12 and Select U13 and older players may club pass (1) to a team at the same age but a higher competitive level, and/or (2) to a team at an older age group at the same or higher competitive level. Academy U12 players may club pass to an affiliate’s first and/or second team(s) only.

Recreational players may club pass to an older age recreational team. The determining age is the age at which the player is rostered rather than the player’s true age.

**421.3a** Academy U11 players may club pass to any level U13 Select Team.

**421.4** A player may play with the team on which he is registered and one other team on a given day. A player may not play in more than two games in any one day. A team may use a maximum of three club-pass players in any one game.

**421.5** Any player found to be playing for a team on which that player is not eligible to participate will be deemed an ineligible player and a forfeit will be charged against the team with which the player participated. The D&P Committee has the right to add additional sanctions against either or both the player and the coach after a hearing to determine intent.

## **Dual Roster**

A player may be dual rostered for the spring season with Coach/DOC’s approval in accordance with GA Soccer Rules and Regulations.

### **310.3 Dual Rostering of Players**

**310.3a** All recreational and select players may be rostered to an outdoor team and an indoor team during the same seasonal year.

**310.3b** True U14 select program players playing up one or more age groups during the fall season will be permitted to dual roster for the spring season with a U14 select team that participated in the fall season. The secondary team (see rule 310.3d) must participate in the same program and the same or higher division within that program (Classic I, Classic II, Athena A, Athena B etc.) as the primary team, or the equivalent thereof.

**310.3c** Any select program player whose true playing age group is U15 and above and whose primary team does not participate in a spring season may dual roster with a recreational team, either with its member affiliate or with another member affiliate, that is participating in the spring season.

**310.3d** The player’s fall season team will be considered the primary team, and the spring season team will be considered the secondary team. Primary team games will take precedence over all other games, and players may not participate with both teams on the same day.

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**310.3e** If a player is rostered with both teams, that player may only participate in the Georgia State Cup with the primary team.

**310.3f** A team that adds players through dual rostering, as in Rule #310.3b, may have its spring season record discounted by the playing program committee when it decides promotion and relegation of teams.

**310.3g** A player registered in a non-traditional youth program may also register with a team in a Recreation, Classic, Athena or Academy program. In such instances, events related to the Recreation, Classic, Athena or Academy team will take preference over events of the non-traditional team.

**310.3h** Before a player is dual rostered, the primary coach must be given a minimum of five days written notice of intent to dual roster. The original player ID number and profile must be used by the secondary team.

**310.3i** Any player found to be playing for a team on which that player is not eligible to participate will be deemed an ineligible player and a forfeit will be charged against the team with which the player participated. The D&P Committee has the right to add additional sanctions against either or both the player and the coach after a hearing to determine intent.

## Illegal Recruiting

**NO PLAYER registered with another club should be allowed to attend a UFA training session.**

**No Player registered with UFA may participate in training, regular season games and/or tournaments with another club that is not a UFA affiliate.**

NO PERSON may directly or indirectly induce or attempt to induce that player to leave the team for which he/she has registered during the seasonal year.

## 330. Recruitment for Select Program

**330.1** Once a youth player has signed a Georgia Soccer registration form or registered online, and that registration information has been submitted to Georgia Soccer by the member affiliate's registrar, no person may directly or indirectly induce or attempt to induce that player to leave the team for which he/she has registered during the seasonal year, until the Tuesday following Memorial Day or fourteen days prior to the allowed start of tryouts for that age group, without fourteen days' written notice to the player's coach. For Academy players in the U-10 through U-12 age group, no person may directly or indirectly induce or attempt to induce that player to leave the team for which he/she has registered until the Tuesday following Memorial Day.

**330.2** No registered player may directly or indirectly contact any other team during the current seasonal year, until the Tuesday following Memorial Day or fourteen days prior to the allowed start of tryouts for that age group, without fourteen days' written notice to his/her present coach. For Academy players in the U-10 through U-12 age groups, no registered player may directly or indirectly contact any other team until fourteen days before the Tuesday following Memorial Day.

**330.2a** If a member ascertains that another member of the association has violated the recruiting rules, that member is entitled to seek redress by filing a grievance with the Georgia Soccer Ethics and Grievance Committee - Youth.

**330.3** Recruitment Sanctions: If a coach, team official, player, parent of a player, or anybody acting on behalf of the team is found guilty of illegal recruiting, the sanctions may include, but are not limited to the following: warning, coach suspension, tournament play restrictions, team advancement restrictions, coach dismissal, and team suspension.

# United Futbol Academy – Policies and Procedures

## **UFA player release**

When a Player accepts a position on an Academy/Select team, he/she is committed for one seasonal YEAR, fall and spring. (i.e. player accepts position to a team in fall 2015 – committed fall 2015 and spring 2016) **UFA reserves the right to deny a player's release.**

To request a release, parents must email the Program Director with a CC to the Coach, team manager and Program Registrar. Please talk to your Coach with regards to the reason you are seeking a transfer. If a resolution cannot be made, reach out to the Program Director. If you are unable to come to a resolution other than a release, please note the following...

- All UFA fees and team tournament fees must be paid in full before a release may be considered.
- Financial Aid players will be required to repay the amount awarded, as well.
- If/when a release is approved, click on one of the links below to take you to the appropriate transfer process.

[Transfer from UFA to another club](#)  
[UFA player transfer to another UFA team](#)



# United Futbol Academy – Policies and Procedures

## RISK MANAGEMENT

### Background Screening Policy

All Coaches and Team Managers, (paid and volunteers) that are added to a team's roster in GA Soccer, MUST successfully complete/pass a criminal records check.

### Harassment & Child Abuse Policy

All Coaches and Team Managers, (paid and volunteers) that are allocated to a team's roster in GA Soccer, MUST successfully complete/pass a criminal records check.

Any responsible party with knowledge of an act that endangers the wellbeing of a participant or non-participant at any UFA event or activity should notify the UFA Director of Operations, as well as law enforcement if warranted. (Reporting of child abuse and molestation to the proper state authorities is required by Georgia Law.)

Harmful actions include but are not limited to:

- Harassment, abuse and molestation of a participant or non-participant in any UFA event or activity.
- Potentially unlawful actions at any UFA event or activity and conduct/comments that do not violate state or federal law but that are still inappropriate, including harassment, discrimination, and abuse based on race, color, religion, national origin, sex, age or disability.
- Implication, threats, or request for sexual favors (or refusal thereof) will not have any effect on a player's selection, advancement, or any other condition of participation in any UFA program.

All such conduct is strictly prohibited and will bring prompt and certain disciplinary action. No one has the authority to engage in this kind of unacceptable behavior, and UFA will not tolerate it.

*Resources: "Darkness to Light": 5 Steps [http://www.d2l.org/site/c.4dICIJOkGcISE/b.6143703/k.2746/The\\_5\\_Steps\\_to\\_Protecting\\_Our\\_Children.htm](http://www.d2l.org/site/c.4dICIJOkGcISE/b.6143703/k.2746/The_5_Steps_to_Protecting_Our_Children.htm)*

### Parking Safety and Practice Etiquette

- Park in designated parking spots only. Please Do Not park at the curb and wait for your child or stop and drop your player off. Too often cars are stopped in front of the fields and traffic cannot flow in and out of the park.
- Please do not speed through the parking lot, obey the posted speed limit. We want to make sure that the area is safe for all children and adults as they will need to cross over to the parking lot from the fields.
- **We do not want any parents on the fields, grass or turf, during training.** This is a distraction to your player and it can be a distraction to the entire team. Parents are allowed to watch from the central walkway, bleachers or outside the fenced area.
- Some of the parks have great walking trails, after getting your player to the correct field with their coach feel free to go for a walk or a jog so your player can focus on training and not worry about mom and dad watching their every move.

### Field and Goal Safety

We welcome parents and spectators to UFA fields and expect that they abide by the codes of conduct set forth by the Club. (Codes of Conduct may be found in UFA Policies)

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Should Violent or Disruptive behavior occur which is perceived to have the potential to escalate to a physical altercation, stay away from the disruptive person and summon 911.

In the event of a fire, evacuate the area and summon 911.

## Home Game Prep

Coaches are expected to arrive 1 hour prior to the start of each home game and ensure the following are in place: Please note: Goals, flags, and hazardous areas is also part of the referees' pre-game check list.

- Goals (secured with sand bags)
- Field signs
- Flags
- Check fields for debris and/or hazardous areas on field

If yours is the last game on a home field, please be sure the following is in place prior to exiting the field:

- Goals are brought together and locked
- Check sidelines for debris
- Send note to Venue Coordinator to address any field hazard issues

## Weather

In case of inclement weather, UFA will make every attempt to update in a timely manner. Our goal is to post field status updates by 3:30pm, Monday – Friday and by 7:00am, Saturday and Sunday.

If training/games have commenced, an on-site UFA representative will make the decision to suspend or cancel play, by field, based on current weather conditions.

In the case of lightning or any other severe weather event, participants and spectators will be instructed to leave the fields and should remain in their vehicles until the threat has passed and an all clear has been sounded by the UFA representative at the field.

## Player Safety & Injury Prevention

In the case of a Medical Emergency, summon 911.

Proper hydration is essential not only on but off the field. Before prolonged physical activity, the participant should hydrate and continue to hydrate during and after training/games.

**Dehydration:** Dehydration symptoms include but are not limited to:

- Noticeable Thirst
- Irritability
- Decreased performance
- Fatigue
- Weakness
- Nausea
- Headache

# United Futbol Academy – Policies and Procedures

- Muscle cramping
- Dark yellow urine (or no desire to urinate)
- Lightheaded feeling or dizziness
- Difficulty paying attention

Treating the symptoms of dehydration is crucial in preventing more serious conditions such as heat exhaustion.

- Rest the player in a cool place.
- Provide a sports drink containing electrolytes.
- Prevent dehydration in the future by insuring the player consumes fluids before, during and after exercise (educate everyone and allow ample time to rehydrate)

**Muscle Cramping:** Muscle cramping can be associated with exposure to excessive heat. Painful involuntary whole-body muscle cramps are often associated with loss of fluids and sodium. Some of the signs and symptoms of muscle cramps include:

- Muscle spasms
- “Knotting” of muscles and muscle pain
- Excessive sweat loss
- Excessive saltiness of sweat over the skin or visible dried salt on the skin
- Excessive dehydration

To treat a young athlete suffering from muscle cramps:

- Have them drink fluids with electrolytes, like a sports drink
- Gently stretch and massage cramped muscles
- Have them rest in a cool, shaded area
- Apply ice to the cramped area
- Consider additional sodium in palatable food source, like pretzels, etc.

**Heat Exhaustion:** As a child becomes dehydrated, the likelihood of heat exhaustion may increase if left untreated. Eventually, fatigue and exhaustion occur because the cardiovascular system can no longer support both exercise and control the core body temperature. Common symptoms of heat exhaustion are:

- Dizziness & fatigue
- Feeling chilly
- Rapid pulse

Treatment of heat exhaustion is similar to that of dehydration and should take place immediately. This treatment includes:

- Rest the child in a cool, shaded and place ice cold towels on them
- Drink a sports drink that contains electrolytes
- Have the child lie down with legs elevated to promote circulation
- Athlete should begin to feel better relatively soon, if not, assume heat stroke

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**Heat Stroke:** Heat stroke is a medical emergency. It can result in death when not recognized promptly and treated properly. Exertional heat stroke occurs when the thermoregulatory system is overwhelmed, fails to act in an appropriate manner, or both. Damage to critical organs can occur if the organs remain overheated for an extended period of time, hence the need for rapid cooling. If rapid cooling does not occur, the cellular damage to the organs could be extreme and have fatal consequences. Symptoms and results of heat stroke include:

- Very high core body temperature (measured rectally because other sites are not valid immediately following intense exercise in the heat<sup>24</sup>.)
- Altered CNS function (i.e. confusion, unconsciousness, altered mental status, feeling out-of-sorts, extreme lethargy)
- An otherwise healthy athlete collapses during intense exercise in the heat
- If an accurate temperature cannot be obtained, rely on CNS function. Relying on an inaccurate temperature device or site could delay treatment.

Remember, athletes get better relatively quickly with heat exhaustion, but they get worse with heat stroke. It is important to remember that heat stroke must be treated immediately by doing the following:

- **SEEK MEDICAL ATTENTION IMMEDIATELY.** Heat stroke is a medical emergency. Always transport a suspected exertional heat stroke to the hospital! It is probably safe to say that you are not qualified to treat exertional heat stroke.
- Immediately begin to cool the victim down by whatever means possible – An ice bath is preferable due to the superior cooling rates (holding head out of bath) – Ice packs over as much as body as possible – A cool shower – Cool, wet towels – Water spray
- Do not provide fluids since nausea and vomiting are extremely common. Remove the player from cooling source(s) when core temperature is lowered to 102 degrees F.

*(Epstein, Y. Am J Med Sports 2:143-152, 2000 and Watts, S. Am J Med Sports 3:286-293, 2001)*

## Head Injury

### **CONCUSSION AWARENESS ACKNOWLEDGEMENT – UPDATED FALL 2016**

In the event of a possible head trauma - the coach, assistant coach, team manager, and the injured player's parents will immediately notify the Branch Registrar of the occurrence and acknowledge that all parties, including the player's health care provider have received a copy of the UFA Return to Play Protocol.

### **The FACTS**

#### **'Heads Up' Concussion Fact Sheet for Coaches – Parents/Guardians/Athletes**

**WHAT IS A CONCUSSION?** A concussion is a type of traumatic brain injury—or TBI— caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth-literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

A traumatic brain injury interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

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## HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach, parent and/or athlete: you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn’t know it or doesn’t want to admit it.

So to help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

2. Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury, but the full effect of the injury may not be noticeable at first. For example, in the first few minutes, the athlete might be slightly confused or appear a little bit dazed, but an hour later they can’t recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

## WHAT ARE THE POSSIBLE SYMPTOMS OF A CONCUSSION?

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

## WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull.

**Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:**

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

# United Futbol Academy – Policies and Procedures

1. **REMOVE THE ATHLETE FROM PLAY.** Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!
2. **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head or body
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. **INFORM THE ATHLETE’S PARENTS OR GUARDIANS.** Let them know about the possible concussion and give them the Heads Up Fact Sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.
4. **KEEP THE ATHLETE OUT OF PLAY.** An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and are cleared to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

In the event that a parent/guardian refuses medical treatment for a player that has received a bump or jolt to the body or head and a concussion is suspected, UFA reserves the right to present the facts to the UFA Risk Management Committee (RMC). Should the RMC decide that it is in the best interest of the player to SIT OUT, UFA reserves the right to remove the player from the GA Soccer roster and dis-allow continued play at UFA.

**Please Note:** Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don’t let your athlete convince you that he or she is “just fine” or that he or she can “tough it out.” Discourage others from pressuring injured athletes to play. **Emphasize to athletes and parents that playing with a concussion is dangerous.**

## **WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?**

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.

## **HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?**

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with a certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

**BASELINE:** Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

**STEP 1:** Begin with light aerobic exercise only to increase an athlete’s heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

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STEP 2: Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

STEP 3: Add heavy non-contact physical activity, such as sprinting/ running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4: Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## **DID YOU KNOW?**

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## **HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?**

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn't make an athlete immune to concussion. There is no "concussion-proof" helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

## **"WHEN IN DOUBT, SIT THEM OUT!"**

**THANK YOU for taking the time to read the UFA Policies and Procedures!** If you feel the document is missing vital information, please forward that information to the UFA Administrative Director.