



**Standard Operating Procedures Manual:**  
A guide for Members, Directors, and Coordinators  
Updated May 4, 2023

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## 1. Purpose

Lexington Unifut Soccer Club (a.k.a. Unifut, or LUSC) is a 501(c)3 non-profit organization that exists to provide athletic, recreational, and competitive opportunities for people aged U4-U19 in the Lexington, Nebraska area to learn and enjoy the game of soccer. Specifically, LUSC's values are:

- Soccer is a game for youth and their recreational enjoyment.
- Winning is not as important as playing.
- Good sportsmanship is important; Coaches and players will practice good sportsmanship.
- Coaches should work to develop the fundamental skills of each player.
- Building self-esteem and confidence is important for all players to reach their fullest potential.
- Teamwork and team unity are important.

## 2. Governance

The LUSC is governed by a board of directors appointed by the original club President, Rebeca De Leon. The board is responsible for setting policy, administering the programs and activities of the Club, managing finances, and resolving issues as they arise. The decisions and actions of the board must be consistent with the bylaws of the organization and the policies of Nebraska State Soccer.

Current officers of the board include a president, vice president, and treasurer.

- President: Rebeca De Leon
- Vice President: Jesse Hall
- Treasurer: Julie Neher

### 3. Structure

LUSC offers the following programs:

Ages	Program	Program Description
Pre K-8th Grade	Local League (Winter and Summer)	A playful introduction to the skills and tactics of soccer. Coached by a volunteer parent with the support of Select Soccer teams. All players receive equal playing time.  See LUSC website for full program information.
10U-19U	Competitive Soccer (Spring & Fall)	A competitive program offered in the spring and fall designed to provide a higher level of competition than the Local League.  See LUSC website for full program information.

### 4. Players

Eligibility: Children ages 4 through 19 in the Lexington area. Children from other Nebraska communities are welcome to play in both Local and Competitive teams.

The eligibility of a player to participate in programs offered by the LUSC is ultimately determined by the LUSC Board of Directors, and the LUSC Competitive coaches.

### 5. Registration & Fees

Registration fees and deadlines vary by program. A complete list of programs and fees can be found on the LUSC website: [www.lexunifut.com](http://www.lexunifut.com). Parents must register their children LUSC programs by following the instructions provided on the website. LUSC strives to keep fees at a minimum and provides Financial Assistance for families in need of assistance.

Coaches of Competitive Soccer teams may apply for 100% reimbursement of their children's registration fees. No limit on the number of children. Reimbursement is limited to the Nebraska State Soccer player fee only and does not apply to tournament, uniform, or equipment fees. LUSC will generate a coupon code for coaches per request. Those coupons can be used when registering to discount the entire cost of player fees.

Board members may apply for reimbursement of their children's registration fees: 100% with no child count limit. Reimbursement is limited to player LUSC fees only and does not apply to tournament, uniform, or equipment fees. LUSC will generate a coupon code for each Board Member per request. Those coupons can be used when registering to discount the entire cost of player fees.

By registering through LUSC, all Competitive players are registered with the Nebraska State Soccer Association (NSSA) which provides secondary medical insurance for players and coaches.

Code of Conduct: LUSC expects all players, coaches, referees, parents, and other spectators to conduct themselves in a respectful manner. Poor sportsmanship or any threatening behavior will not be tolerated. LUSC subscribes to the code of conduct adopted by NSSA. Reports of unsportsmanlike behavior should be submitted to the Board of Directors in writing.

## 6. Team Formation

### Local League:

- Players are separated by age and gender and assigned to teams through a random team draw by the Volunteer Coaches with the aid of LUSC Board Members.
- Team sizes will be ~10
- The Club Administrator creates team rosters as needed.

### Competitive Soccer(10U – 19U):

- Players are separated by age and gender and assigned to Competitive Soccer teams
- Teams will be divided based on calendar birth year. At each age level, the number of teams will be based on registration numbers. Under 16 players will be one team, over 16 players will be 2 teams. Teams will be divided evenly at the discretion of the Coach and Board Members.
- Teams will practice and play as individual teams.
- Cost will vary by year
  - NSSA player cost
  - Uniform cost
  - Tournament cost (this varies by team, and is dictated by which tournaments the coach wants to enter their team into)
- Teams will play in the Nebraska Youth Soccer League in the Fall and Spring

- Coaches will be determined by the LUSC Board Members.

## 7. Coaches: Roles & Expectations

Coaches for Local League teams are parent volunteers selected based on willingness, reliability, and skill.

- a. Coaches of Local League teams may apply for 100% reimbursement of their children's registration fees. No limit on the number of children. Reimbursement is limited to player registration and does not apply to tournament, uniform, or equipment fees. LUSC will generate a coupon code for coaches per request. Those coupons can be used when registering to discount the entire cost of player fees.

Coaches for Competitive and Select Soccer teams are selected by the LUSC Board Members. Coaches are expected to:

- a. Create positive, meaningful experiences for the players.
- b. Model appropriate behavior, including good sportsmanship, respect for others, and fairness.
- c. Recognize the level at which they are coaching. For example, recreation coaches should not be focused on winning games, but more on development.
- d. Challenge players to do their best without creating intense interactions or unrealistic expectations for players.
- e. Allocate playing time intended to allow all players to benefit from playing different positions.
- f. Attend coaches meeting, clinics conducted by the LUSC, regular practices, and their team's games.
- g. Coaches are required to pass a background check and fulfill any other requirement set forth by the NSSA.

## 8. Fields

LUSC Local League teams practice and play games at the Lexington Fieldhouse and Lexington Optimist Sports Complex, both owned and maintained by the City of Lexington. Field space and practice times for LUSC programs are to be coordinated through the Board Members who will then coordinate with the City of Lexington.

LUSC Competitive Soccer teams practice at the Lexington Fieldhouse and Lexington Optimist Sports Complex, both owned and maintained by the City of Lexington. Field space and practice times for LUSC programs are to be coordinated through the Board Members who will then coordinate with the City of Lexington. Competitive coaches may also request indoor or outdoor space at the Lexington Public School facilities. LUSC Board Members will coordinate with the school district to schedule availability.

LUSC Competitive teams will compete on a variety of fields between Omaha and Lexington. Most league games are in Lincoln at either Speedway Village or Lincoln Sports Foundation Complex.

## 9. Game Scheduling

LUSC Local League game schedule is set while registration is open. LUSC reserves the right to modify the practice and game schedules in the event that participation numbers fluctuate to an amount where a modification of the schedule is necessary. LUSC will try to not modify a schedule once it is published.

LUSC Competitive Soccer:

-Practices are at the coach's discretion. Our coaches work full-time outside of LUSC obligations, teams must be flexible around their schedules. Coaches are also encouraged to create a schedule for parents and try to stay as consistent as their schedules allow.

-Games are scheduled by either the teams' coach or a LUSC Board Member. Coaches are encouraged to reach out to the parents of their players to document any dates that do not work. Games are scheduled with every coach in that division on one call where teams get to set dates for games. In the event a game has to be rescheduled, LUSC is charged \$50 if we are the ones requesting the change.

## 10. Equipment

Local League: LUSC provides each group with soccer balls, pinnies, cones, and goals. When in the fieldhouse, 3rd grade and higher must use the city-supplied orange indoor balls when shooting or playing games.

Competitive teams: Following team formation, LUSC will supply balls, pinnies, cones, and whistle(s) to the coach. Teams are welcome to fundraise for more equipment or provide a written request to the LUSC Board Members to consider.

## 11. Shirts & Uniforms

Local League: Players will be provided a pinnie when teams are playing, or if necessary during a drill. There are no formal uniforms for Local League players.

Competitive Soccer: Uniforms are purchased at the expense of the player.

- a. Teams may only wear LUSC sanctioned uniform apparel.

- b. Players must purchase two jerseys (orange and white), one pair of shorts (black) and two pairs of socks (black).
- c. Players can request a number, but the coach will assign the final number.

## **12. Veo Camera and Veo Live**

Competitive Soccer teams will have at least 75% of their games filmed and live-streamed. Anyone will be able to access Veo Live (Android and iOS) to watch a game. Coaches and LUSC Board Members reserve the right to add players, parents, or other people to a team to Veo team access

## **13. Financial Management & Oversight**

Lexington Unifut Soccer Club is supported by member fees which are set by the board of directors and donations. The Vice President and Treasurer are in control of the financials, and anything purchased must be approved or reviewed by them.

## **14. Changes to this Manual**

- a. The policies in this manual are developed and agreed to by the members of the Board, except where noted otherwise.
- b. Changes to this manual must be substantiated by proper documentation in LUSC Board of Directors' meeting minutes.

The Board has the authority to amend these policies.

### **APPENDIX A LEXINGTON UNIFUT SOCCER CLUB (LUSC) Board Member, Coordinator, and Administrator Job Descriptions**

#### **President**

1. Unpaid, volunteer position
2. Voting member of the LUSC Board of Directors.
3. Responsible to attend LUSC Board Meetings and Club functions.
4. Responsible for insuring that LUSC rules are complied with.
5. Responsible to field and address any parental or player concerns and report to the LUSC Board.
6. Shall quarterly monthly LUSC Board Meetings and call any special meetings as necessary.
7. Shall develop LUSC Meeting agenda's and distribute prior to any regular meeting.

8. Shall preside over all meetings, sign all vouchers, certificates, contracts, and other documents and instruments of the corporation; shall make reports to the Board of Directors and members; and shall perform all such duties as are incident to the President's office or are properly required of the Board of Directors.

#### **Vice President (President Elect)**

1. Unpaid, volunteer position
2. Voting member of the LUSC Board of Directors.
3. Responsible to attend LUSC Board Meetings and Club functions.
4. Responsible for insuring that LUSC rules are complied with.
5. Responsible to field and address any parental or player concerns and report to the LUSC Board.
6. Shall assist the Treasurer with financial duties
7. Shall assist the President in the performance of his/her duties and shall act for the President in his/her absence.

#### **Treasurer**

1. Unpaid, volunteer position
2. Voting member of the LUSC Board of Directors.
3. Responsible to attend KSC Board Meetings.
4. Responsible for insuring that KSC rules are complied with.
5. Shall develop LUSC Financial Report to distribute to board members at all meetings. This report will include, but not be limited to: Deposits and Disbursements, Profit and Loss, and Balance Sheet.
6. Responsible for handling all monies of the Lexington Unifut Soccer Club including: depositing registration fees, paying bills, balancing registration money, and providing a detailed account of income and expenditures.
7. Responsible for completing all tax requirements, including filing 1099s and 990 tax returns, by coordinating with accountants.
8. Responsible for submitting all annual "not for profit" forms.
9. Responsible for coordinating annual audit and insurance review.