



**Daytona Beach Football Club  
Policy & Procedure Manual**

**2026**

This manual is intended for use by the Club's Board of Directors, employees, staff, coaches, players, and parents to outline the operations, standards, and expectations of the organization.

This manual does not supersede the Club By-Laws. In the event of a conflict between this manual and the By-Laws, the By-Laws shall take precedence.

Given the evolving nature of the Club's operations, this manual is designed to be a living document. It may be amended periodically by the Director of Operations, with all revisions subject to approval by the Board of Directors, to reflect current policies, procedures, and organizational needs.

## **Organization and leadership**

Daytona Beach Football Club strives to be a part of the following organizations:

US Club Soccer

National Premier League (Florida Club Leagues)

Daytona Beach Football Club leadership:

The Board of Directors is the governing board for Daytona Beach Football Club. The BOD is responsible for the internal structure and policies of the club.

The BOD will oversee the progress and strategic goals of the club.

Administrative and executive operations are to be completed by the Director of Operations.

Coaching staff report to the Director of Coaching who will oversee all coaching and on the field operations.

The secretary will assist with all administrative correspondence and report to both the Director of Operations and the Director of Coaching.

The Club is a non-profit entity and holds tax-exempt status under IRS Section 501(c)(3).

Club websites:

<https://www.daytonabeachfc.com/>

Contact:

[Admin@daytonabeachfc.com](mailto:Admin@daytonabeachfc.com)

## **Introduction**

Daytona Beach Football Club is a youth soccer organization that provides a highly competitive program that is fully committed to players who are serious about pursuing a future in soccer. Our strategy is to offer a strong culture that focuses on developing real relationships with every player and supporting them not only as athletes, but also as students and individuals. We believe that academics are a vital part of an athlete's growth and thus bringing back the emphasis on student-athlete. The club services the Daytona Beach region and its surrounding communities.

## **Mission**

Our mission is to build a nationally respected soccer club that develops complete student athletes through elite competition, strong character, and a culture of accountability. We are committed to preparing every player for success beyond the field by prioritizing academic excellence, personal growth, and high-level soccer development. By adopting proven South American and European training standards and adapting them to elevate the U.S. soccer landscape, we aim to challenge and improve the existing norms of youth development. Through elite coaching, meaningful relationships, and uncompromising standards, we prepare our players for college opportunities and long-term success while setting a new benchmark for soccer development in the United States.

## **Registration**

All players must be fully registered with the Club before participating in any practices, games, or Club activities. The Club Admin and Director of Coaching are responsible for enforcing registration policies and procedures.

### Registration Forms and Fees

Registration is completed online via the club's Playmetrics application.

Registration forms must meet USSF standards and include:

- Verified proof of age (only once)
- Medical release
- Parental/guardian consent
- Marketing/social media consent form

An annual schedule of fees is determined and approved by the Board

If a registration payment is rejected by a bank, the club will issue written notice, and the player will be suspended from all club activities until payment is made in full.

Proof of Age Acceptable documents for verifying player age include:

- Birth certificate (original or certified copy)
- U.S. Board of Health record
- Passport
- Certificate of Naturalization
- Alien Registration Card issued by the U.S. government

## **Payments**

Full payment or selection of a payment plan is required at the time of registration.

### Daytona Beach Football Club Program Fees

- Players may not participate in any Club activities if there are outstanding fees from a previous season.
- A tryout/evaluation fee and full registration payment are due by deadlines outlined in Club materials.
- Full payment or selection of a payment plan is required at the time of registration.

## **Refunds**

Refunds are only considered under the following circumstances:

- Season-ending injury: Requires a written request and a physician's note.
- Player/family relocation: If the new residence is determined to be too far from Club facilities to reasonably participate, a written request must be submitted with proof of new residence.

Additional refund conditions:

- Initial acceptance fees and processing fees are nonrefundable.
- Refunds will be prorated based on the program start and end dates.
- Only players in good standing are eligible for refunds.

## **Risk Management**

Daytona Beach Football Club's number one priority is the safety of all members, participants and parties involved. It is the responsibility of all club members to be vigilant and report any safety concerns. All coaches and staff who are directly involved in children's activity are required to complete and pass a FDLE level background check. We encourage an open and transparent community among parents, coaches, and staff. Safety is a duty that everyone involved has. Every member of this organization is responsible for reporting any case of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator. The club will react accordingly to meet the safety needs of all.

## **Personal Liability and Medical**

Daytona Beach Football Club has purchased the Accidental, Medical, and Liability Insurance program through US Club Soccer. A limited amount of personal liability insurance is provided as well as medical coverage for players. The club has also purchased Liability coverage through American Specialty Express for all non-league coverage.

## **Facility Usage**

Daytona Beach Football Club has partnered with Mainland High School to be the field provider for the club. Mainland High School will be responsible for all field maintenance and will deliver US Club Soccer approved field conditions for all competitive matches.

## **Inclement Weather**

Daytona Beach Football Club will follow Mainland High School's inclement weather emergency plan. Field activities will resume after waiting 30 minutes when lighting has been spotted.

## **Code of Conduct**

Daytona Beach Football Club follows the US Soccer Federation code of conduct.

[2022\\_08\\_USSF Code of Conduct.pdf](#) | Powered by Box

## **Conflict Resolution and Discipline**

Daytona Beach Football Club promotes a respectful environment free from harassment, abuse, and unethical behavior.

Grievances should be handled via the club's chain of command. Everything is to be documented.

Unresolved issues may be escalated to the Board by submitting a written request to the BOD.

Board decisions are final.

### Disciplinary Procedures

1. Verbal Counseling  Conducted by at least two management members.  Conversation is documented for future reference.
2. Written Notice  Issued after a second offense.  Includes a summary of the problem, planned actions, and consequences.  Outlines the appeal process.  Copy submitted to the Board.
3. Termination Notice  Issued after a third offense.  Includes review schedule by the Board and notification of suspension.