

I. **TEAM MANAGER:** For purposes of this section, the following policies and procedures (P&P) apply to **both Travel and Advanced** programs. The two programs are then subcategorized for P&P that pertain to each specific program.

- A. Who may serve as team manager
 - 1. Any parent or guardian of any team member.
 - 2. The Coach may not serve as the team manager.
- B. Responsibilities of manager
 - 1. Designate, with approval of the coach, another team parent to fulfill certain duties. Examples of positions that may be delegated, include but are not limited to:
 - a) treasurer;
 - b) uniform coordinator;
 - c) hotel coordinator.
 - 2. Coordinate and/or order team uniforms.
 - 3. Assemble and bring a medical kit to games.
 - 4. Assist coach in designating a Team Representative to attend monthly CUSC meetings.
 - 5. Help team representative solicit volunteers to fulfill team duties to the club, including:
 - a) Field maintenance coordinator
 - (1) Will supply Director of Operations with contact information.
 - (2) Will ensure that team field responsibilities are covered including mowing, lining, and trash removal.
 - b) Club sponsored tournament representative.
 - (1) Will provide contact information to tournament committee.
 - (2) Will ensure that team parents volunteer for necessary positions including site coordinator, t-shirt sales, team registration, and field marshaling.
 - 6. Assure that waived players are meeting volunteer hours as required by the club (see "Fee Waivers" section of "Finances" section below).
 - 7. Create and maintain all necessary team paperwork including team declaration, team roster, medical releases and player cards.
 - a) The manager will keep the official stamped copy of the team roster, player cards and medical release forms and have them available at all games, including regular season, tournaments, and state cup.
 - b) Player card shall not be given to player or parent, except under the following circumstances.

- (1) If a player requests a player card in order to guest play for another team, the manager will require the parent to sign a "release of card" document.
 - (2) Player must return card to manager upon completion of guest play.
- c) Upon a player's transfer or departure from the team, the manager must submit all signed paperwork and release the player pass only to the appropriate registrar.
8. Ensure that all team officials complete the Risk Management before being placed on the roster, including manager and all coaches.
9. Act as a Liaison between the parents, club officials, and the coach.
 - a) Provide first communication contact for parents to the extent requested by the coach.
 - b) Refer issues to the coach when necessary.
 - c) Consult program commissioner when an issue cannot be resolved among the team members and/or the coach.
 - d) Notify the appropriate Program Commissioner of any parent carded or ejected by match officials or any spectator who causes a match to be interrupted for any reason.
 - e) As leader of the team parents, will demonstrate appropriate behavior at all times.
 - f) Communicate to the team any change in practice or match time or location.
10. Collect and account for all team costs and assessments.
 - a) See sections I.C.1.b. (Travel), and I.D.1.b. (Advanced) for examples of team costs.
11. Maintain a team checking account, or instruct team treasurer to maintain account, at the designated club bank.
 - a) Club treasurer will sign on all team account signing cards.
 - b) Bank statements shall be accessible to club treasurer.
 - c) All team money shall flow through team account to ensure funds are accounted for and properly maintained.
 - d) All team expenditures in excess of \$10 per player shall be approved by a majority of team parents.
12. Provide a written "end of season" record or listing of team receipts and debits along with the current bank balance (or ensure team treasurer does so).
 - a) Listing of disbursed checks with a brief explanation
 - b) Overall listing of team income/receipts.
 - c) Accurate record keeping is essential to avoid excessive overpayments by players and excessive end of year team account balances.

- d) End of year account balances should be minimal.
- 13. Ensure that a completed electronic "Team Financial Report" is submitted to the club's treasurer and administrator at the completion of each season.
 - a) Due January 10th for fall season.
 - b) Due June 30th for spring season.
- 14. Ensure that all parent and player financial information is confidential.
- 15. Attend meetings as requested by the club, or have a representative attend in the manager's absence.
- 16. Remain knowledgeable of club, league, and tournament rules.
 - a) Will forward these documents to the coach.
 - b) Will keep up to date of rule or policy changes for parents and players and will forward all changes to coach.
- 17. Maintain accurate records of both tournament and regular season wins and losses.
 - a) Will report match results as required to the appropriate league and to the CUSC web master.
 - b) Will pass record on to next manager since they are needed for tournament and state cup applications.
- 18. Make all tournament arrangements as requested by the coach, including the following:
 - a) Complete required tournament applications.
 - b) Arrange for appropriate team accommodations in the case of an overnight stay, or instruct team hotel coordinator to do so.
 - c) Assure coach's expenses have been given to coach prior to travel.
- 19. Collect all team costs and assessments, or instruct team treasurer to do so.
- 20. After fulfilling term as manager, the manager will:
 - a) Secure all team-purchased equipment;
 - b) Ensure these items and team's official records are given to the next team manager.

C. **TRAVEL managers only:**

- 1. Shall establish a team budget each season.
 - a) Providing team members a written breakdown of the anticipated costs and the per player assessments.
 - b) The budget shall include:
 - (1) Coach's expenses for hotel and mileage;
 - (2) Administrative costs (copies, postage, supplies, etc);
 - (3) Match balls (2 per season);
 - (4) Tournament fees.

c) The following are collected directly by the club and are therefore NOT included in the team budget:

- (1) Club fees;
- (2) Field assessment fees;
- (3) Player pass fees are collected by the club administration.

2. Will contact managers of teams prior to all league games per VSLI rules, to confirm uniforms and field directions.

D. **ADVANCED managers only:**

1. Should establish a team budget each season.

a) Providing team members a written breakdown of the anticipated costs and the per player assessments.

b) Suggested budget items (as applicable):

- (1) coach's expenses,
- (2) administrative costs (copies, postage, supplies, etc),
- (3) tournament fees,
- (4) uniform fees,
- (5) field fees,
- (6) club fees.

II. **TEAM REPRESENTATIVE:**

A. Team manager shall solicit a team representative to represent the team at club meetings and report back to the team regarding club activities. [administrative requirements, and submission deadlines.](#)

B. Responsibilities of Team Representative

1. Must comply with the VYSA Risk Management requirements and be provided a player card by the team manager.

2. Will communicate with the team parents in a timely manner regarding all ongoing club business as reported at the monthly club meeting.

3. Will represent the team at monthly club (Board of Directors) meetings.

a) Will voice opinions and ask questions on behalf of the team.

b) Will vote in accordance with the team's majority opinion.

c) Will make every effort, time permitting, to poll the team to determine a consensus before voting.

d) Will take notes concerning relevant issues during the meeting.

e) When unable to attend, the team rep will be sure another team parent attends meeting and reports back to the team.

4. Will ensure that the club's volunteer needs are passed on to the team parents.

- a) With assistance from the team manager or the team's designated tournament representative, will solicit parents to obtain volunteers to meet the needs of the club.
- b) Shall report any lack of volunteers to the club's point of contact.

III. **TEAMS:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.

- A. Teams formed during tryouts are for two soccer seasons, which span one soccer year (fall and spring).
 1. Travel teams U-15 and up do not participate in league play during the spring season.
 2. Players joining a team after tryouts are selected until the next year's tryout.
 3. If another Travel team is formed in an age bracket after tryouts, section XIV.B.12. of this document applies, unless otherwise directed by the Executive Board.
- B. CUSC teams shall only participate in tournaments that are sanctioned by the appropriate USSF and state body.
 1. Travel teams are encouraged and expected to play in tournaments.
 - a) All travel teams are required to participate in the club sponsored Icebreaker Invitational Tournament in the spring unless expressly exempted by the EB.
 - b) All premier teams are expected to participate in the State Cup.
 - c) All advanced teams are highly encouraged to support the Chesapeake Challenge Cup in the fall.
 2. Teams are responsible for all tournament entry fees.
 3. Travel teams are responsible for any required coach's travel expenses for out-of-town tournaments.
- C. Shall wear CUSC approved uniforms consisting of shirts, shorts, and socks as specifically authorized by the Executive Board (EB).
- D. All property purchased by a team for team training or match play shall remain with that team.
 1. Should a team dissolve, and the equipment cannot be equally disbursed, then this property will become the property of the Club.
- E. The executive board of CUSC has the right to review any team's financial records without providing advanced notice or reason.
- F. Expected to participate in club wide activities and responsibilities including:
 1. General field maintenance
 - a) Setting up/taking down fields before and after matches
 - b) Lining and mowing fields,
 - c) Removing trash, etc.

- 2. Filling volunteer positions for club sponsored tournaments
- 3. Failure of a team to fulfill its responsibilities may result in an appropriate fine.
- G. CUSC teams may conduct fund-raising to offset team expenses.
 - 1. Because of the CUSC non-profit tax status, no financial distributions may be made except for the purchase of equipment or services needed by the team.
 - 2. An accurate accounting of fund-raising income, as well as expenses shall be kept. Team accountability is foremost.
 - 3. Teams may use the club logo for fund-raising efforts, with prior EB approval.
- H. Advanced teams playing intact as a travel team:
 - 1. Shall be formed as permitted under the Travel tryout guidelines in this document (XIV. B.12.).
 - 2. Will only include those rostered players active from the previous soccer year (not allowed to solicit/add players prior to tryouts).
 - 3. Will be considered a part of the Travel program with its expectations, uniforms, and fees.
- I. Club Administrator will maintain copies of Advanced player rosters as a resource for travel team guest play.

IV. **PLAYERS:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.

- A. Players shall:
 - 1. Conduct themselves in accordance with all policies and procedures outlined within this document.
 - 2. Arrive on time for practices and matches.
 - 3. Treat teammates and coaches, as well as team, club, and league officials with respect.
 - 4. Wear the required soccer equipment to all practices and games.
 - a) Shin guards and appropriate shoes/cleats.
 - b) All other appropriate equipment as defined in the Practice Sub-Section of this document.
 - c) Coaches will not allow participation of any player without appropriate equipment.
- B. Players not conducting themselves in accordance with the CUSC Policies and Procedures, or who commit any actions detrimental to the team and/or Club image and objectives:
 - 1. May be appropriately penalized by the coach, the club, or the league.
 - 2. May be excluded from team training sessions.
 - 3. May have match play time reduced.

4. May be dismissed from Club participation (temporarily or permanently) by the Executive Board.
 - C. Players may not change teams within the CUSC organization during the soccer year (fall/spring seasons) unless approved by the DOC and both coaches.
 - D. When accepting a position on a team, the player is committing to participate for the seasons in which the team is declared.
 1. Generally this includes a fall and spring season.
 2. For travel teams, beginning in the U15 year, the team is formed for only the fall season and possibly some tournament play at other times, players should check with the coach regarding the exact commitment to a U15 and older team.
 3. Players joining a team after tryouts are selected until the next tryout session for that age group.
 - E. Players are expected to attend all training sessions.
 1. If for any reason a player cannot attend, the coach must be notified at the earliest possible time before the start of training.
 2. Failure to attend may result in reduced match play.
 3. Players are expected to assist the Coach in gathering training equipment when practice ends.
 4. Players must recognize that improvement requires individual practice time in addition to team training.
 - F. Players are expected to attend every match.
 1. Coaches shall be notified at the earliest possible time prior to the match if player is unable to attend.
 2. Players will arrive at matches ready for warm-up.
 - a) With socks, shoes, uniform, etc. in place.
 - b) At the time established by the coach, typically 30 to 45 minutes prior to the start of the match.
 3. Players will respect match officials at all times, both on and off the pitch.
- V. **PARENTS:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.
- A. Commitment
 1. Parents are committing to the team and club along with their child.
 2. If granted a waiver for all or part of their player's fees, will ensure that the family's volunteer commitment is fulfilled (ten hours for travel and four hours for advanced) for each season the waiver is given (see "Fee Waivers" section of "Finances" section below).
 3. Are expected to support penalties imposed due to player's infraction of team, club, or league rules.

4. CUSC is a non-profit organization, which functions entirely on volunteers.
 - a) Every parent is expected to support CUSC with volunteer time.
 - b) Parents will be given the opportunity to volunteer when registering for tryouts and through the team manager at several times throughout the year.

B. Matches and Practices

1. Shall carefully plan travel time and make every other effort to have players at practice and matches at the required times.
2. Shall be prompt in arriving at practice end times.

C. Financial obligations.

1. Parents shall ensure team financial payments are prompt.
2. Failing to remit payments when they are due may exclude a player from participation.

D. Behavior

1. Shall refrain from "coaching" their child or any other child from the sidelines.
2. Shall demonstrate respect for all coaches and teams and all other parents and/or guests on and off the pitch at all times.
3. Shall be respectful of match officials and avoid interfering with the match or interaction with the referee, opposing team, and opposing fans.
4. If carded by match officials, required to leave by match officials, or cause a match to be terminated will be subject to EB recommended actions or league sanctions.
 - a) May include suspension from future match play.
 - b) May include dismissal of parent and player from club participation.
 - c) Penalties may be temporary or permanent.
5. Are expected to communicate concerns or questions about the club to the team representative, and about the team to the team manager.
 - a) Will make every effort to resolve problems through the team manager first, and will communicate directly with the coach when necessary or whenever requested by the coach.
 - b) The team representative will report concerns about the club to the Program Commissioner and/or the EB.
6. Be mindful that smoking is prohibited at all soccer related events, including practices and games.

VI. **PRACTICES:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.

A. Scheduling

1. The Director of Operations shall issue a practice schedule before the start of each soccer season.
2. Teams on the Director of Operation's schedule have field priority.
3. Scrimmages held outside scheduled practice times shall be coordinated with the DOF to arrange appropriate field.
4. Practices should begin and end at scheduled times.

B. Frequency

1. Travel teams are expected to train at least two sessions per week as a team.
2. Advanced teams are expected to train at least one session per week as a team.
3. All players are expected to attend Club offered technical training sessions.
4. Coaches will avoid scheduling team training that conflict with technical training sessions.
5. Director of Coaching or Technical Director Approval is expected for team training that conflicts with technical training

C. Use of fields

1. Failure to comply with terms of use may result in a fine to the team, as determined by the EB.
2. Practices shall not inhibit field maintenance such as mowing, field lining, or field repair.
3. Teams shall not practice on fields that are closed by the club.
4. All CUSC equipment removed from the equipment building or moved for use during practice shall be returned to its original location at the conclusion of practice.
5. All teams shall have a field coordinator who will solicit parents to aid in field lining and mowing, as well as trash removal.

D. Safety

1. Goals shall be inspected and secured prior to start of practice.
2. Players shall wear the necessary soccer equipment as required by Virginia Youth Soccer Association (VYSA), including shin guards and shoes.
3. Players without appropriate equipment will not be allowed to participate in any exercises where contact is possible.
4. Due to insurance considerations, only Virginia Youth Soccer Association (VYSA) registered players and players trying out shall be permitted to participate in workouts.

VII. **FINANCES:**

- A. The expected expenses for the travel, advanced and developmental programs will vary.

1. Each program is expected to
 - a) support their respective program.
 - b) contribute to the Club's general and administrative expenses.
 2. Any BOD approved long-range capital improvement plan must identify the expected source and assignment.
 3. Each Program Commissioner shall submit a draft budget for each soccer season to the EB.
 - a) The submitted budget will be the base of the Club budget developed by the EB for approval by the BOD.
- B. The EB shall develop a budget for all general and administrative (G&A) expenses.
1. G&A expenses are shared equally by all players, and include but are not limited to:
 - a) Field maintenance,
 - b) Director of Coaching fees,
 - c) Specialty (goalie) training coaches,
 - d) Fixed training equipment,
 - e) Club administrator services.
 2. A team choosing not to utilize club resources is not relieved from financially supporting that resource.
 3. The EB will present the budget to the BOD for approval at the beginning of each fiscal year.
 - a) This budget should be provided one week prior to BOD meeting to allow time for review.
 - b) May contain a contingency line item amount.
 - (1) After budget approval, any contingency expenditure exceeding \$500 requires EB approval.
- C. Funding Reserves
1. The Club and each Program is authorized to retain a funding reserve.
 2. Shall not exceed ten percent of the annual operating budget.
 3. Intended to cover under-funded expenses after EB and BOD approval.
- D. Team Costs
1. Collected by team manager
 2. League Fees
 - a) A minimum player count is required to declare a team for league play.
 - b) League fees for each team will be assessed at time of team declaration and will not be adjusted for later player count variations.
 - c) After the Team Declaration, player fees are non-refundable with few exceptions.

- (1) The EB may consider a refund (from prorated to full) in the instance of a seriously injured player who is unable to play all season.
 - (2) The EB may consider a refund (from prorated to full) in the case of a housing relocation.
 - d) When a player joins a team after the season begins, a prorated amount for league play will be charged.
 - 3. Team travel and tournaments will be administered and collected at the team level.
 - 4. When a player leaves a team due to injury or relocation, the team manager or treasurer will refund prepaid, unused team expenses.
- E. Club fees
 - 1. Club fees will be due no later than the submission of the team roster.
 - a) Players that have not paid their club fees will not be added to a team roster.
 - b) Club fees will be administered at the club level.
 - (1) Returning players must register for tryouts every year.
 - (2) A tryout fee will be assessed at time of registration.
 - (3) Club fees will be assessed through CUSC's online system when player accepts a position on a team.
 - (a) Partial payment is due at time of acceptance.
 - (b) An online payment schedule will allow for completion of club fees payment before the start of the season.
 - 2. The EB may fine a team for failing to pay club fees by August 1st (Fall season), or by March 1st (spring season).
 - 3. If a check from a team or individual is returned to the Club due to insufficient funds, the Club treasurer will charge the individual or team a returned check fee of \$25.00.
- F. Fee Discounts: applied to club fees only.
 - 1. Siblings
 - a) The club offers a discount for sibling players of 10% per season off of the youngest sibling's club fee as determined by the program in which the youngest sibling plays;
 - b) Only applies to seasons in which two or more siblings are rostered with CUSC.
 - 2. Coaches
 - a) For **advanced teams only**:
 - (1) the club fees for the head coach of each team shall be waived 100% for one son or daughter rostered with CUSC.

(2) The club fees for one assistant coach of each team shall be reduced by 50% for one son or daughter rostered with CUSC.

(3) A family can qualify for up to two coaching waivers per season.

b) The fee is waived regardless of the program in which the child is playing (travel, advanced, or developmental), but is only that percentage that would have been applied to the advanced program.

c) If the coach does not have a child rostered with CUSC, the team will receive of \$50 credit toward a club-sponsored tournament.

G. Need Based Fee Waivers (five only per program per season)

1. Shall be applied to club fees only.

a) The EB has the right to obtain reasonable information to assess financial need on a case-by-case basis.

b) Waivers must be submitted at least one month prior to due date of club fees.

c) By accepting a waiver, the travel player and/or family member agrees to “repay” the club through ten hours of volunteer work at a CUSC sponsored event each season that the waiver is given. The advanced player and/or family member agrees to repay the club through four hours of volunteer work at a CUSC sponsored event each season that the waiver is given.

d) Fee waivers should be applied uniformly to each program.

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H. IRS Requirements

1. The club treasurer shall prepare and submit IRS Form 990 annually.

2. Club financial records shall be reviewed annually by an independent auditor.

3. A written conflict of interest policy shall be maintained by the club administrator

4. The club administrator shall be responsible for maintaining documents for a reasonable period of time and for proper disposal of all documents.

5. If any club member or employee reasonably believes that some policy, practice, or activity of CUSC (including it's members or employees) is in violation of law, a written complaint must be filed by that person with the Executive Director or Board President.

a) The recipient of the complaint (ED or Board President) will then take appropriate measures to investigate and address the complaint.

b) The person filing the formal complaint shall be advised of the decided action within a reasonable period of time.

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VIII. **COACHES:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.

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- A. Unless otherwise specified, the term “Coach”, in this section, applies to all coaches, including head coaches, assistant coaches, technical directors and the Director of Coaching.
- B. Selection of coaches
 - 1. All coaches will be recommended by the Director of Coaching (DOC)
 - 2. The ED must approve all coaches and may reject DOC recommended coaches and/or coach assignments.
 - 3. In the absence of a DOC, coaching recommendations will be made by the ED.
- C. Contract with CUSC
 - 1. Coaches are under contract with CUSC, either by signed agreement (Travel) or fee waiver for their child (Advanced).
 - 2. The EB reserves the right to review, evaluate, discipline and dismiss any coach for violation of CUSC bylaws or P&P or where such action is deemed to be in the best interest of the players, team or CUSC.
 - 3. Coaches must comply with the VYSA Risk Management application and obtain a card from the team manager.
- D. Obligation to players
 - 1. Player development shall be every coach’s first priority.
 - 2. All players on the team belong to CUSC and the coach only retains the privilege of working with the players.
 - 3. The coach will always encourage players to play in the program that offers the player the atmosphere to achieve their highest potential.
- E. Responsibility for equipment
 - 1. Shall exercise reasonable care and control of equipment purchased by the team or the club.
 - 2. Shall ensure that goals are secured before start of training sessions.
- F. Responsibility for players and spectators
 - 1. Matches can be forfeited due to the actions of players and spectators.
 - 2. Coaches are responsible for the conduct of his/her players on the soccer field/complex during practices and matches.
 - 3. Coaches shall remind players and spectators of appropriate behavior as outlined in this document.
- G. Conflict resolution
 - 1. Coaches will try to resolve any conflicts or issues with players and/or parents directly or through the team’s manager
 - 2. After working directly with players, parents, and team manager, coach may consult the Technical Director, program commissioner, or the DOC.
- H. Practices
 - 1. Coaches will cooperate with CUSC’s guidelines for goal placement, field maintenance, and practice schedules.

2. Coaches shall be prompt in starting and concluding practice.
3. Coaches shall ensure players are not left unsupervised at the field. Coaches may obtain this supervision via parents upon mutual agreement.
4. Coaches shall make every effort to ensure that practice areas are safe for the players.
5. Coaches will not allow participation of any player without appropriate equipment (shin guards, shoes) as defined in the Practice Sub-Section.

I. **Travel program ONLY.**

1. Coaches will provide players with an oral or written evaluation each season.
2. Experienced travel coaches shall serve as mentors to less experienced coaches.

IX. **DIRECTOR OF COACHING:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.

A. Coaching Assignments, Development, and Evaluation

1. Serve as supervisor of coaches in all programs.
2. Develop a coaching slate for **travel and elite programs**, which will include recommendations for compensation.
3. Present coaching slate to EB for review and approval.
4. Develop and implement a structured coaching evaluation program.
5. Develop and conduct a structured technical training regimen for coaches in all programs.
6. Conduct regular coaching clinics.
7. Arrange and coordinate coaching license clinics and classes.
8. Conduct regular game day evaluations of coaches.

B. Player Placement, Development and Evaluation

1. Develop and implement a structured player evaluation program.
2. Develop and conduct a structured technical training regimen for players at all levels and in all programs.
3. Assist the tryout committee in scheduling, conducting and facilitating yearly CUSC try-outs.
 - a) Coordinate evaluation procedures for tryouts.
 - b) Arrange for evaluators at each tryout session.
4. Develop program standards and practices for player development goals and strategies.
 - a) Ensure compliance by all coaches at all levels.
 - b) Oversee implementation of program.

C. Team Structure, Placement, and Development

1. Coordinate slating of teams into proper divisions.

2. Arrange and conduct “friendly matches” with other clubs.
 3. Conduct regular game day evaluations of teams.
- D. Club Involvement
1. Attend all EB and General Board meetings.
 2. Plan and conduct regular coaches meetings each season.
 3. Attend team and parent meetings as required.

X. **DIRECTOR OF FIELDS:** The following policies and procedures apply to both Advanced and Travel teams, except when otherwise noted.

- A. Field and Park Management and Maintenance
1. Coordinate and direct field layout.
 - a) Recommend field size.
 - b) Recommend goal position.
 2. Coordinate field lining as necessary for league and tournament play.
 - a) Maintain contact list of field maintenance coordinators from each team;
 - b) Train field maintenance coordinators.
 3. Monitor grass mowing service and sprinkler operations.
 4. Monitor service providers, including:
 - a) Trash,
 - b) Port-o-let,
 - c) Restrooms.
 5. Monitor field supplies.
 - a) paints, nets, goals, flags, bags, etc.
 - b) recommend order sources based on pricing, availability, and quantities.
 6. Schedule and monitor field maintenance (fertilizing, pest control, and weed control).
 7. Communicate with Executive Director regarding field usage.
 - a) Coordinate training, match and tournament schedules.
 - b) Coordinate field set-up.
 8. Arrange park gate openings for training and matches.
- B. Equipment management and maintenance
1. Monitor equipment service records and recommend servicing.
 2. Re-supply equipment fuel containers to support operations.
 3. Provide input for capital improvement needs to the budget process.
 4. Arrange for delivery and acceptance of field supplies and equipment delivered for CUSC at respective locations.
 5. Perform miscellaneous small repairs to equipment, goals, irrigation system, etc. and contract out larger repairs.

- C. Assist Coaches and Teams
 - 1. Coordinate efforts for utilization of lighted city fields.
 - 2. Prepare and manage seasonal practice schedule for field use.
 - 3. Coordinate the collection, storage, and dispersal of coaching equipment.

XI. **ADVANCED/TRAVEL PROGRAM COMMISSIONERS (PC):** The following policies and procedures apply to both Advanced and Travel teams, as applies to the respective program.

- A. Administration and Management of respective, travel or advanced program
 - 1. Responsible for the overall administration and operation of the Advanced/Travel program.
 - 2. Budget
 - a) Develops program budget with input from program staff members
 - b) Monitors the fiscal status of the program.
 - (1) May delegate to a program staff member with approval of EB.
 - 3. Serves as the primary point of contact for the respective program.
 - a) Monitors team registrations with respective league (VSLI/TASL);
 - b) Assists with placement of players within appropriate program throughout the soccer year;
 - c) Communicates with parents as necessary to provide information and guidance regarding club's policies and philosophies;
 - d) Monitors actions of coaches and managers and initiates changes if necessary to ensure team harmony and continuity.
- B. Liaison
 - 1. Works closely with the CUSC EB.
 - a) Ensures program compliance with club policy
 - b) Facilitates flow of information between the club leadership and the teams/players in the program.
 - c) With assistance from EB, will contract for services needed by program.
 - d) Represents program as a voting member of the EB.
 - e) With assistance from EB, will contract for services needed by program.
 - 2. Represents needs of program to league in which represented teams play (VSLI,TASL)
 - a) Is a voting member of VSLI/TASL, and any other recreational or travel soccer organization in which CUSC becomes a member.

- b) Coordinates seasonal scheduling with appropriate league (TASL/VSLI)
- c) Ensures CUSC representation at seasonal league Competition Committee meetings.

XII. ADVANCED/TRAVEL PROGRAM ASSISTANT COMMISSIONERS

(PAC): The following policies and procedures apply to both Advanced and Travel teams, as applies to the respective program.

- A. Assists PC with administration and management of respective, travel or advanced program
 - 1. Works closely with the CUSC EB.
 - a) Ensures program compliance with club policy;
 - b) Facilitates flow of information between the club leadership and the teams/players in the program.
 - 2. Assumes PC responsibilities in the event PC is unavailable or unable to fulfill all or some of the duties assigned above.
- B. Attends CUSC and/or league meetings as requested by and coordinated with the PC.
- C. Assists PC with budget.
 - 1. Helps to monitor fiscal status of program.
 - 2. Reviews budget and gives input on fiscal matters, as necessary.
- D. Provides administrative support to coaches within respective program, to ensure effective player development.
 - 1. Coordinate training between team and club;
 - 2. Maintain records;
 - 3. Coordinate equipment acquisition.
 - 4. Submit recommendations to the EB for equipment investments in order to facilitate program development.
- E. Coordinates the Risk Management Program with the appropriate CUSC program administrator.
- F. Acts as advocate for players and parents within club and league.
 - 1. Monitors program's coaching and training requirements.
 - a) Assures that requirements are met.
 - b) Submits recommendations for changes and/or improvement to program staff.
 - 2. Monitors issues that need action by EB or CUSC staff and recommends policy adjustments as necessary.

XIII. ADVANCED/TRAVEL PROGRAM ADMINISTRATORS: The following policies and procedures apply to both Advanced and Travel teams, as applies to the respective program.

- A. Assists the PC and/or PAC in the administration and operation of the program.

1. Administers registration of individual players.
 2. Advises PC on the need for changes to policies that impact the registration process, and all other administrative issues.
 3. Maintains team rosters.
- B. Primary point of contact on all team related administrative matters.
1. Develops team rosters through information given by coaches and/or managers.
 2. Facilitates player adds/drops,
 3. Creates and Distributes player cards.
 - a) Develops player card procedures;
 - b) Provides cards to all CUSC teams who request them and who follow designated procedures;
 4. Facilitates placement of new players throughout soccer year, as directed by the tryout section of this document.
- C. Maintains records of player information.
1. Birth certificate or proof of birthday.
 2. Contact information for player.
- D. Develops timeline for submission of required documents and forms and advises club of deadlines each soccer season.
1. Monitors compliance by each team.
 2. Advises PC or PAC of teams who fail to comply.
- E. Works with CUSC treasurer
1. Maintains payment record for teams and players and forwards payments to treasurer.
- F. Coordinates meetings with team managers as necessary to provide information and guidance.
- G. Works closely with the CUSC EB.
1. Ensures program compliance with club policy
 2. Facilitates flow of information between the club leadership and the teams/players in the program.

XIV. TRYOUTS:

- A. The following policies and procedures apply to both Advanced and Travel teams:
1. Administration of tryouts:
 - a) Club-wide tryouts will be held a minimum of once a year.
 - b) The Executive Director will appoint a tryout committee to execute tryouts.
 - c) Tryout committee shall:
 - (1) Establish a tryout budget for approval by EB
 - (2) Purchase needed materials.

- (3) Set tryout dates.
 - (4) Develop a tryout schedule with the DOC, assuring that appropriate coaches and evaluators are present at each tryout session.
 - (a) Older age group tryouts shall precede younger age groups so that players trying out “up” may be properly placed.
 - (b) Each age group in each program will typically have two tryout sessions.
 - (c) At least one coach from the age groups that are advertised must be in attendance at each tryout session.
 - (5) Advertise tryouts.
 - (a) Design and order signs,
 - (b) Advertise online and through print media.
 - (6) Implement, evaluate, and monitor the online registration process.
 - (7) Organize volunteers.
 - (8) Meet with Director of Operations regarding field usage and preparation.
2. Registration for tryouts
- a) Registration dates will be publicly advertised.
 - b) Prospective players should register for tryouts through the club website.
 - (1) Players who register online will receive an electronic confirmation.
 - (2) Players who register online will also find financial and personal commitment information on the club website.
 - (a) An estimate of financial obligations, depending on player’s desired level of play;
 - (b) Level of commitment expected, depending on player’s desired level of play, including tournament, training, and match play.
 - c) Prospective players unable to access online registration.
 - (1) Should register directly through the Club Administrator.
 - (2) Should request information regarding personal and financial commitment at the first tryout.
3. Team Notification and Payment
- a) Parents and/or players will be notified of team selection as soon as possible following the last day of tryouts via the online registration system and/or a phone call from the coach.

- (1) Coaches shall NOT notify players on the field during or after tryouts.
 - (2) Players will need to accept their position and make a required down payment to the club within two business days of notification of selection to team.
 - b) Failure by a player or his/her parents to respond financially within two business days may be construed as a declination of selection and the coach may fill this position on the roster with another player.
 - 4. Team meeting
 - a) Within two weeks of final team selection and acceptance, the coach will call a team meeting and all players and parents are expected to attend if possible.
 - (1) Team manager will be selected;
 - (2) Volunteer positions will be discussed;
 - (3) Coach will specify expectations regarding training, tournaments, and match play.
 - 5. Each coach, with guidance from the DOC, shall have the final decision on player selection,
 - a) Except when the executive board finds that the selection is against club policy.
 - b) An example of club policy that may effect a coach's decision is the policy regarding a player's desire to play "up" in a higher age group.
- B. The following P&P apply to **TRAVEL TRYOUTS ONLY:**
1. There should be a minimum of 3 evaluators at each tryout for all scheduled sessions.
 - a) Two evaluators should be the selected coaches for the age and program level.
 - b) The third evaluator should be a neutral party.
 - c) The club will provide coaches with tryout forms that include tryout numbers and player's first names.
 - (1) Coaches will annotate player tryout evaluations on club provided tryout forms.
 - (2) The tryout form will aid coaches in reviewing each player's strengths and weaknesses.
 2. At least one coach from each travel team must attend the final session of tryouts for their designated age group.
 3. Players desiring to tryout in age group above their own ("up") must have the following considerations and all exceptions must be approved by the EB.

- a) Players trying out “up” should not prevent a team within their age group from forming. A team is defined as: the minimum number required (i.e. 11v11 play is 11), plus two (i.e. 13).
 - b) Players may tryout “up” to help form a team in an older age group that lacks adequate numbers, if not in conflict with paragraph (a) above. If a conflict does exist, the DOC and Program Administrator will decide which team will be formed before player notification.
 - c) Except as noted in paragraph (b) above, an age-appropriate player selected in an older age group must be ranked in the top six (6) players on the Premier team. An age-appropriate player ranked seven (7) and lower should tryout in their appropriate age group.
 - d) Grade-appropriate players (late birthdays in August/ September that technically require the player to be placed in a younger division rather than playing with his/her school grade peers) may play up on the respective premier/classic team if selected by the coach.
 - e) Players in an age group without adequate numbers to form a team may tryout for an older age group, providing they meet requirements stated in this document.
4. A player who attends tryouts for an older age group and is not selected:
 - a) Should attend tryouts for their age appropriate team.
 - b) Is not guaranteed a position on their age appropriate team.
 5. Players may not tryout more than one age group “up”, unless specifically approved by the DOC in advance of tryouts.
 6. When player quality and quantity warrants, there may be more than one team chosen at an age group.
 - a) The Premier team will be expected to play at the highest level available to the club in their age group;
 - b) The Classic team will play at the next highest level of competition available.
 - c) The Premier team will be chosen first and then the Classic team will be chosen.
 - d) If a player declines placement on the Premier team, the Classic team coach and/or the club is not obligated to place that player on the Classic team.
 7. Notification of selection to Premier or Classic team
 - a) The Premier team will be notified via electronic message or a phone call from the coach.
 - b) The Classic team will be notified via electronic message or a phone call from the coach.
 8. Acceptance of travel team position

- a) Players or their parents shall respond with their intent to accept or decline at the time of notification of their selection.
 - b) Acceptance shall not be complete until receipt by the club of the first scheduled payment/deposit.
 - c) Once the club administrator receives an electronic payment or a check, the player's position on the roster is confirmed.
9. Movement between the Classic and Premier teams
- a) If agreed by both coaches, the DOC, and the program commissioner, a player may move from a Classic team to a Premier team before the following tryout session, based on need of the Premier team and ability of player.
 - b) When invited and not in conflict with league rules, a Classic player may guest play for a Premier team.
10. Returning travel players may be excused from club-wide tryout sessions due to exceptional circumstances, if:
- a) Pre-registration has been completed and first payment received by the club;
 - b) Approved by the appropriate coach(es) and the DOC.
11. Players desiring to tryout at times other than scheduled club-wide tryouts.
- a) DOC and program administrator will guide all new players to the Premier level coach at the appropriate age group.
 - b) If the Premier coach does not have a position available for the new player, the player will be referred to the Classic coach.
 - c) If a player is not selected to a travel team, the player will be referred to the advanced program administrator.
12. TEAMS formed other than at the club-wide tryout:
- a) Travel teams may enter CUSC as a whole, with the following requirements:
 - (1) The DOC and the travel program commissioner must evaluate and approve the coach and players and will then determine appropriate placement for the team (Premier or Classic).
 - (2) May remain intact for one soccer year or until the following club-wide tryout, whichever comes first.
 - (3) All players shall return to the general player pool at the following club-wide tryout.
 - (4) The new team will be responsible for all appropriate program fees and uniform requirements.
 - b) Advanced CUSC teams wishing to play at the travel level intact may do so with the same requirements delineated in 12.a. above.
- C. The following P&P apply to **ADVANCED TRYOUTS ONLY**:

1. Protected Players.
 - a) Current players do not have to attend tryouts if granted protected player status.
 - (1) Players may remain with the advanced team if the player and coach concur.
 - (2) Upon concurrence of both, this player becomes a protected player.
 - b) A player must declare his/her desire to be protected to his/her coach at least one week prior to any CUSC tryouts.
 - (1) If a player does not request protected status, he/she will re-enter the general advanced player pool at tryouts.
 - c) If a coach does not endorse a player's protected status, he/she must notify the player at least one week before any CUSC tryouts.
 - d) New players to advanced team.
 - (1) May request a specific coach and receive a protected status if the coach concurs.
 - (2) This status must be requested prior to player participation in tryouts.
 - e) Travel tryouts for protected advanced players.
 - (1) Protected players may participate in tryout for travel team selection if they choose.
 - (2) Advanced players choosing to participate in travel tryouts will NOT lose their protected status on their advanced team, until accepted onto a Travel team roster.
 - f) Advanced tryouts for protected players
 - (1) An advanced coach may not select a protected player from a different CUSC advanced team, unless the player has chosen to enter the general player pool at advanced tryouts.
 - (2) Players on a CUSC advanced team will not be recruited by a coach from another CUSC advanced team.
2. Player Selection: player selection at tryouts will be based on player skill and team player requirements..
 - a) Teams in the age divisions that have declared the highest competitive level of play will draft the highest skilled players. If more than one team plays at the highest level, the team with the best spring season record will have first draft choice, alternating player selection between teams until all desired players are selected.
 - b) Similarly, teams declaring play at the B/C levels will draft players according to skill level, with the teams' records being the determining factor on which one gets first choice. Selection of players alternates between teams and continues until all players are selected.

- c) New players not attending tryouts may be offered to teams with roster vacancies prior to the beginning of the season. Consideration should be given to the player's skills and the competition level of the team to ensure the player develops in to a team asset.
 - 3. Players declining team selection
 - a) Players attending CUSC tryout and not accepting a team selection will:
 - (1) Require the Advanced Program Director approval prior to placement on a different CUSC team.
 - (2) Player is expected to justify his reason for declining team acceptance and accepting the offer of another team.
 - 4. Players requesting advanced team tryout and placement after club-wide tryouts have concluded will contact the Advanced Program Administrator in order to schedule a tryout with the appropriate team.
 - 5. Advanced teams moving to the CUSC advanced program from another club.
 - a) The DOC and the Advanced Program Commissioner will evaluate coach and players and determine appropriate placement.
 - b) Players shall be responsible for all appropriate program fees and uniform requirements.

XV. FORMATION AND GENERAL DUTIES OF COMMITTEES

- A. Establishment of a committee
 - 1. The EB will establish committees and appoint a chairperson to each committee.
 - 2. Term of committee
 - a) As long as valid or for two years, whichever is shorter.
 - b) May be dissolved by a majority vote of the EB.
 - 3. Term of chairperson.
 - a) As long as the committee is valid, or for a two year term, whichever is shorter.
 - b) May be removed from position sooner by a majority vote of the EB.
- B. Responsibilities of chairperson.
 - 1. Shall serve the interests and needs of CUSC.
 - 2. Should only serve as Chairperson on one committee in CUSC unless otherwise stated in the bylaws.
 - 3. Shall review and adhere to appropriate CUSC policies and procedures no more than thirty days after assuming the position.
 - 4. Shall review appropriate Term Ending committee report no more than thirty days after assuming the position.
 - 5. Shall return all communications in a timely manner.

6. Shall submit a monthly report on committee activities to the EB.
 7. Shall develop and present a time line for committee activity to the EB within sixty days of establishment of said committee.
 8. Shall provide a written Term Ending report to the EB prior to vacating office, recommending revisions where indicated.
- C. Composition of committee
1. Each committee should consist of one chairperson and a minimum of three committee members with appropriate representation throughout the club.
 2. Committee Member
 - a) Must be active member of CUSC, in good standing
 - b) Must complete the conflict of interest statement to be filed with the CUSC Administrator.
 - c) Each Committee Member shall promote the Mission and Philosophy of CUSC and shall adhere to its Bylaws as well as its Policies and Procedures.
- D. Examples of CUSC standing committees:
1. Budget Committee- Shall forecast and assess the club's financial needs for the following year.
 2. Tryout Committee- Shall plan and execute of tryouts.
 3. Adjudication Committee- Shall preside over any issues of ethics or misconduct in CUSC.
 4. Tournament Committee- Shall preside over the execution of the club's fund-raising tournaments.
 5. Website committee- Shall preside over the contracting of services for, and the updating of the club's website.
- E. Examples of Ad Hoc Committees: created for a specific purpose and a limited term.
1. Policy and Procedure Committee – shall propose revisions to CUSC Policies and Procedures and present to EB for review, correction, and approval.
 2. Strategic Planning Committee – shall propose updates to CUSC bylaws and present to EB for review, correction, and approval.
 3. Field and Complex Planning and Development Committee – shall propose services and financing options for field and complex improvement.