

Chesapeake United

Soccer Club

Policies and Procedures

7/9/07

I. TEAM MANAGER

A. 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.

1. Team managers shall be the liaison between the parents, club officials, and the team coach. The Coach may not serve as the team manager for either program.
2. Team manager should be the first communication contact for parents in regards to all team matters and then the Coach, if necessary. If issues can not be resolved through manager and coach, the Program Commissioner should be the next line of communication.
3. Managers shall ensure that all team officials complete the Risk Management before being placed on the roster.
4. Managers shall have a team checking account at the designated club bank. The club treasurer will need to sign on all team account signing cards. Bank statements shall be accessible to club treasurer. All team monies shall flow through team account to ensure funds are accountable and properly maintained.
5. All team expenditures in excess of \$10 per player should be approved by a majority of team parents.
6. The manager should provide to team a written “end of season” record or listing of team receipts and debits along with the current bank balance. This “end of season” record may be simply a listing of disbursed checks with a brief explanation if not obvious and an overall listing of team income/receipts. Due to the amount of money a team requires, straight forth record keeping is necessary to avoid excessive overpayments by players and excessive end of year team account balances. End of year account balances should be at a minimum balance.
7. The manager must complete an electronic “Team Financial Report” to the club’s treasurer and administrator at the completion of each season. The deadline dates would be by January 10th for fall and June 30th for spring.
8. The managers must keep all parent and player financial situations confidential.
9. Managers should attend all “manager” meetings as necessary by the club and or club administrator or have a representative attend in the manager’s absence.
10. The manager is responsible for the paperwork required for the team such as; submitting team declaration, team roster, medical releases and player cards.
11. The manager will keep the official stamped copy of the team roster, player cards and medical release forms and have them available at games. Player cards are for the manager’s possession and shall not be given to player or parent. In the event of a team player guest playing for another team, manager may require the parent to sign a “release of card” document prior to the player pass is issued. Player pass must be returned to parent at completion of guest play. 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 assigned registrar.
12. Manager is responsible to be knowledgeable of club and league rules and to forward these documents to the coach. It is the manager’s responsibility to be kept up to date of changes for parents, players and forward all changes to coach.

13. Manager is responsible to fulfill league match result requirements. Manager is also responsible for reporting match results to club webmaster and league representative.
14. The manager shall ensure that the team arrangements (i.e. t-shirts, accommodations, etc) are coordinated and the team is properly registered at tournaments. Coach's expenses shall be given to coach prior to a tournament.
15. The manager shall communicate to the team changes in practice sessions and match times.
16. Managers should be the "leader of the parents" and therefore lead by example as managers represent the team, coach, club and league.
17. Managers shall notify the appropriate Program Commissioner of any parent carded by match officials, required to leave by match officials or causing a match to be terminated.
18. The manager is responsible for securing all team-purchased property at the end of the soccer year and ensuring these items and team's official records are given to the next team manager for the following year.
19. The manager is expected to assist team representatives if necessary in soliciting CUSC volunteers. At the beginning of the year, the manager should solicit volunteers for team officials; club representative, field representative, and any club sponsored tournament representative.
20. The manager shall ensure the team record is maintained, plus a record of tournaments attended. The manager shall maintain a copy of these records from season to season. It is needed for tournament and/or State Cup applications.
21. The manager shall organize and oversee the following:
 - a. Assemble and bring a medical kit to games.
 - b. Coordinate and order team/player uniforms.
 - c. Coordinate club and team fund.

B. The following P&P apply to **Travel** only:

22. The manager shall establish a team budget each season. This budget shall provide to each team member a written breakdown of the anticipated costs and the per player assessments.
23. The following items should be included in the travel budget – coach expenses for hotel and mileage, administrative costs (copies, postage, supplies, etc), match balls (2 per season) and tournament fees. The club fees, field assessment and player pass fees are collected by the club administration.
24. The club offers a discount for sibling players of \$30 per season. This shall be applied to the youngest sibling and only if all players play in the same program. This does not apply in the spring season when the oldest child plays U15 or above.
25. Managers are required to contact managers of teams prior to all league games per VSLI rules.

C. The following apply to **Advanced** only:

26. The manager should establish a team budget each season. This budget shall provide to each team member a written breakdown of the anticipated costs and the per player assessments.
27. The following are suggested items (only if applicable) for budget – coach’s expenses, administrative costs (copies, postage, supplies, etc), tournament fees, uniform fees, field fees and club fees.
28. Head coaches shall receive their son/daughter’s club fees for free.

II. TEAM REPRESENTATIVE

A. The following policies and procedures apply to the **Travel** program.

1. The team representative (team rep) must comply with the VYSA Risk Management requirements and be provided a player card by the team manager.
1. The team rep is expected to attend all Board of Director (BOD) meetings or ensure that another team parent attends. Notes concerning relevant issues should be taken during the meeting.
2. The team rep or their appointed substitute is responsible for communicating in a timely manner to the team’s parents all ongoing club business as reported at the monthly BOD meeting.
3. The team rep shall represent the entire team at BOD meetings and voice the teams concerns. The team rep is responsible for voting at BOD meetings in accordance with the teams concerns. The team rep should make every effort, time permitting, to poll the team to determine a consensus before voting.
4. The team rep shall ensure that the club’s volunteer needs are passed on to the teams parents. The team rep, assisted by the team manager, may solicit parents individually to obtain the necessary help. The team rep shall report the lack of volunteers to the club’s point of contact.

III. TEAMS

A. The following policies apply to **Advanced and Travel** teams.

1. CUSC teams shall only participate in tournaments that are sanctioned by the appropriate USSF and state body. Travel teams are encouraged and expected to play in tournaments.
2. Teams formed during tryouts are for one soccer season (fall and spring).
3. Teams shall wear CUSC approved uniforms consisting of shirts, shorts, and socks as specifically authorized by the Executive Board (EB).
4. All property purchased by a team for team training or match play shall remain with that team. Should a team dissolve, and the equipment cannot be equally disbursed, then this property will become the property of the Club.
5. Teams are responsible for all tournament entry fees. Travel teams are also responsible for any required coach's travel expenses for out-of-town tournaments.
6. Because each team is a part of CUSC, the EB reserves the right to review any team's financial records without providing advanced notice or reason.

7. Teams carry a number of responsibilities in the club's day-to-day operations including field lining, trash removal, and general field maintenance. All CUSC teams will share these responsibilities. Failure of a team to fulfill its responsibilities may result in an appropriate fine.
8. CUSC teams may conduct fund raising to offset team expenses. 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. An accurate accounting of fund raising income, as well as expenses shall be kept. Team accountability is foremost.
9. An Advanced team desiring to play intact as a travel team as permitted under the Travel tryout guidelines in this document, will be considered a part of the Travel program with its expectations, uniforms, and fees. The Travel Program Commissioner may waive the uniform change based upon the timing of the soccer year.
10. Copies of Advanced player rosters will be held by the Club administrator as a resource for travel team guest play.
11. Players joining a team after tryouts are selected until the next year's tryout. If another Travel team is formed in an age bracket after tryouts, paragraph B.1. of the "Tryouts" section of this document applies, unless otherwise directed by the EB.

IV.PLAYERS

- A. The following policies apply to **Advanced and Travel** teams.
 1. Players shall treat each teammate and the coach with respect. Players failing to do so will be penalized. Penalties may be as severe as reduced match playing time.
 2. Players are expected to be prompt in arriving at practice and matches.
 3. Players shall wear the necessary soccer equipment such as shin guards, shoes and any other appropriate equipment when playing or practicing for CUSC as defined in the Practice Sub-Section. Coaches will not allow participation of any player without appropriate equipment (NO EXCEPTIONS).
 4. Players may not change teams within the CUSC organization during the soccer year (fall/spring seasons) unless approved by the EB and both coaches.
 5. The players selected during tryouts are a part of the team and are committed to participate for the seasons for which the team is declared.
 6. 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 or objectives may be dismissed from Club participation (temporarily or permanently) by the EB.
 7. Players are expected to attend all training sessions. If for any reason a player cannot attend, the coach must be notified at the earliest possible time before the start of training.
 8. Players must recognize that progress as a soccer player is dependent upon the player's individual practice time away from the team training.

9. Players will arrive to matches ready for warm-up (i.e. socks, shoes, uniform, etc. are in place) before the match at the coach's established time which is normally 30 to 45 minutes prior to the match.
10. Players are expected to assist the Coach in gathering training equipment when practice ends.
11. Players are expected to attend every match. Coaches shall be notified at the earliest possible time prior to the match except in case of illness.
12. Players will respect match officials at all times, both on and off the pitch

V. PARENTS

A. This section applies to both **Travel** and **Advanced** parents.

1. Parents are committing to the team along with their child.
2. Parents shall strive to have players at practice and matches at the required times.
3. Parents shall be prompt in arriving at practice end times.
4. Parents shall support the coach's penalties due to infractions of team rules.
5. Parents shall ensure team financial payments are prompt. Failing to remit payments when they are due shall exclude a player from participation.
6. Parents shall demonstrate respect for all coaches and teams and all other parents and/or guests on and off the pitch at all times.
7. Parents shall demonstrate their respect for field officials and the other teams. Parents who are carded by match officials, who are required to leave by match officials or who cause a match to be terminated will be subject to EB recommended actions or league sanctions. This action may prohibit match attendance or dismissal of parent and player from club participation. These penalties may be temporary or permanent.
8. CUSC is a non-profit organization which functions entirely on volunteers. Therefore, every parent has the responsibility and is expected to support CUSC with volunteer time upon the request of CUSC. This request will be explained in a letter given to all parents at tryouts.
9. Parents are expected to communicate with the team representative on matters that concern the club so that these matters can be brought before the Program Commissioner and EB.
10. Parents will plan travel times to ensure players arrive to matches at the established times.
11. Parents at matches are encouraged to participate as spectators and refrain from "coaching" their child or any other child. This type of coaching leads to player confusion.
12. Parents are expected to communicate first with the team manager on all matters concerning the team and then, if need be, with the coach.

VI. PRACTICES

A. The following policies apply to **Advanced and Travel** teams.

1. Practices should be scheduled in advanced as far as practical to aid in player transportation.
2. The Director of Fields and Operations (DOF) shall issue a practice schedule before the start of each soccer season.
3. Teams on the DOF's schedule have field priority.
4. Scrimmages shall be coordinated with the DOF to arrange appropriate field space to accommodate other team workouts.
5. 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.
6. Players shall wear the necessary soccer equipment as required by Virginia Youth Soccer Association (VYSA), including shin guards and shoes. Players without appropriate equipment (**NO EXCEPTIONS**) **will not be** allowed to participate in any exercises where contact is possible.
7. Practices should **BEGIN** and **END** at scheduled times.
8. Practices shall not inhibit field maintenance such as mowing, field lining or field repair.
9. Due to insurance considerations, only Virginia Youth Soccer Association (VYSA) registered players and players trying out shall be permitted to participate in workouts.
10. Travel teams are expected to train at least two sessions per week as a team. Advanced teams are expected to train at least one session per week as a team. Additionally, CUSC expects all players to attend Club offered technical training sessions. Coaches will avoid scheduling team training that conflict with technical training sessions. Director of Coaching or Technical Director Approval is expected for team training that conflicts with technical training

VII. FEES

1. The expected expenses for the travel, advanced and developmental programs will vary, as each program is expected to financially support only their respective portion along with the Club's general and administrative expenses. Should the BOD approve a long range capital improvement plan, the plan must identify the expected source and assignment.
2. Each Program Commissioner shall submit a draft budget for each soccer season to the EB. The recommendations of this submitted budget will be the base of the Club budget developed by the EB for approval of the BOD. This budget shall reflect all known and projected program expenditures and revenues.
3. The EB shall develop a budget for all general and administrative expenses (G&A). G&A expenses are expenses that every player shares equally in the benefits and therefore shares and equal portion of the cost burden. These expenses are defined as items such as field maintenance, Director of Coaching services, Specialty (goalie) training coaches, fixed training equipment, and club administrator services. This budget will require an annual projection however the EB will give considerations for seasonal expenses in the development seasonal budgets.

4. The EB will forward the recommended soccer season budget to the BOD for approval. This budget should be provided one week to BOD meeting to permit review.
5. The presented budget is permitted to contain a contingency line item. After budget approval any approved budget contingency expenditure exceeding \$500 will be approved by the EB.
6. A team choosing not to utilize a Club wide provided resource does not relieve the team of financially supporting that resource.
7. The Club and each Program is authorized to retain a funding reserve however this reserve shall not exceed ten percent of the annual operating budget. This reserve is provided to cover under-funded expenses after EB and BOD approval.
8. A certain player count is required to declare a team for league play. League fees for that team will be required after team declarations regardless of player count variations. Maintaining the planned player count is vital for team stability therefore all player monies paid on or after the Team Declaration is considered non-refundable with few exceptions. 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 or a housing relocation beyond thirty miles. Additional team expenses such as tournament fees which have been prepaid by a player and not yet played will be refunded by the team.
9. Team association with the Travel or Advanced Programs will be determined based on the Leagues in which the team participates. For example, an Advanced team desiring to play intact as a travel team as permitted under Travel tryout guidelines will be considered thereafter as part of the Travel program with associated fees.
10. Club fees will be due no later than the submission of the team roster. Players that have not paid their fees will not be rostered to a team.
11. Fee Waivers are to be applied to club fees only. The Scholarship waiver should be applied uniformly to each program. The club retains the right to execute a donator's scholarship to a particular player.
12. The EB has the right to obtain reasonable information to assess the need on a case by case basis. The waivers need to be submitted one month prior to payment of club fees.
13. Online registration should be mandatory for returning players. There is an initial fee at the time of online registration. At the time of notification of acceptance on a team there is a payment due. A payment schedule will be set up to allow for the payment of the remaining balance prior to the start of season. Club fees will be administered at the club level. Team travel and tournaments will be administered and collected at the team level.
14. The BOD will determine a fee to be assessed in the instance of a team's failure to pay the club dues by the August 1st (fall) and March 1st (spring) deadlines.
15. In the event of a returned check to the Club by a team or an individual, the Club treasurer will charge the individual or team a returned check fee of \$25.00.
16. A player joining a Club team after the season begins will pay a prorated amount for Club dues based on league play.

VIII. COACHES

1. 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.
2. 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.
3. Player development is every coach’s first priority for each player and the club shall perpetuate the philosophy that “each player should be developed to their greatest potential”.
4. All coaches will be recommended by the Director of Coaching (DOC), however the EB must approve all coaches and may reject DOC recommended coaches and/or coach assignments. In the absence of a DOC, the recommendations may be provided by the EB representatives.
5. All coaches are under contract with CUSC, either by signed agreement or fee waiver for their child (Advanced). Therefore, 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.
6. Coaches must comply with the VYSA Risk Management application and obtain a card from the team manager.
7. Coaches must understand and accept that all players on their assigned team belong to CUSC and that the coach only retains the privilege of working with the players. The Coach will always place the players first and foremost before their own personal goals. The coach will always encourage player to play in the program that offers the player the atmosphere to achieve their highest potential.
8. Coaches shall exercise reasonable care and control of equipment purchased by the team or the club.
9. Coaches are responsible for the conduct of their players on the soccer field/complex.
10. Coaches shall advise player and supporter of the responsibilities outlined in the P&P of CUSC should the need arise. The coach is assigned this responsibility because the team could be penalized (i.e. match forfeited) due to their actions.
11. Coaches will try and resolve any conflicts or issues with players and /or parents directly or with the team’s manager before involving the Technical Director, program commissioner or the DOC.
12. Coaches will cooperate with DOF with guidance for goal placement, field maintenance and the scheduling of practices.
13. Coaches shall be prompt in starting and concluding practice.
14. Coaches shall ensure players are not left unsupervised at the field. Coaches may obtain this supervision via parents upon mutual agreement.
15. Coaches shall ensure that practice areas are safe for the players.
16. Coaches shall ensure players wear the necessary soccer equipment such as shin guards, shoes and any other appropriate special equipment when playing or

practicing for CUSC. Coaches **will not** allow participation of any player without appropriate equipment as defined in the Practice Sub-Section.

B. The following P&P apply to **TRAVEL** only:

1. Coaches will provide each player with an evaluation on a club provided evaluation form or player development scorecard (attached). Coaches for U-14 teams and below will provide a minimum of two per season. Coaches for U-15 teams and above will supply one evaluation during the middle of the fall season.

IX. DIRECTOR OF COACHING

1. The Director of Coaching (DOC) will promote CUSC and the game of soccer in whatever ancillary duties that the club deems necessary.
2. The DOC will act as a liaison with the state to channel general coaching information to the players, coaches and parents of CUSC.
3. The DOC will act as a resource for all coaches and players within the club.
4. The DOC will design manuals and information packets and create a library of books, articles and videos to educate and inform CUSC coaches.
5. The DOC will attend all CUSC meetings to provide regular updates of technical development within the club.
6. The DOC will interview, evaluate and select quality coaches for the travel portion of the club.
7. The DOC will assist the try-out committee in scheduling, conducting and facilitating yearly CUSC try-outs.
8. The DOC will create long and short term seasonal and yearly objectives with regard to age group and skill development within the club.
9. The DOC will conduct age appropriate coaching clinics for CUSC.
10. The DOC will organize and conduct summer camps for players within the club.
11. The DOC will identify and secure indoor facilities for CUSC teams to ensure year round training opportunities.

X. PROGRAM TECHNICAL DIRECTOR

1. The Technical Director (TD) is expected to be a high visibility position which will implement CUSC training in the day to day operations.
2. The TD will provide program input to the DOC for consideration in long and short term CUSC player development goals.
3. The TD is expected to provide age appropriate technical training to program players and will expect program coach participation during these training sessions to maximize player benefits. This increase in player benefits will increase player satisfaction and player participation.
4. The TD will develop and monitor age appropriate training expectations for each age group of the program. These expectations should be presented with possible training plan outlines to assist coaches with an organized plan for player

- development. These expectations should be developed in coordination and with the approval of the CUSC DOC.
5. The TD will observe team training sessions for player training focus areas and training techniques. Provide coaches constructive feedback on additional areas of player technical and team tactical focus and training techniques.
 6. The TD is expected to be an accessible resource for coaches on club operations and policy issues that need resolution.
 7. The TD will attend various activities to promote CUSC when requested by DOC.
 8. The TD will provide player evaluation forms with a briefing on program evaluation policy.
 9. The Advanced Program Technical Director will provide the DOC and Travel Program TD feedback on Advanced coaches and teams that are recommended for Travel participation.
 10. The TD will be the initial contact for the CUSC DOC with issues regarding players and coaches and will communicate with the Program Commissioner and CUSC DOC in these matters as needed.
 11. The TD will provide the DOC feedback on program coaches for overall evaluation based on their observations in match and training settings.
 12. The TD will coordinate and communicate with other associated programs to provide the most beneficial course to CUSC players.
 13. The TD will educate parents on the club's policies and philosophies of youth development and age appropriate activities through orientations, seminars and written material.

XI. DIRECTOR OF FACILITIES AND OPERATIONS (DOF)

1. Assembles identified field needs for CUSC.
2. Interacts for the Club with the City on all resource sharing matters.
3. Develops a plan to meet training and match needs with available resources.
4. Plans, provides a budget for, and coordinates capital equipment replacement.
5. Oversees the maintenance of all club used fields.
6. Plans and budgets for expended supplies.
7. Works with coaching staff to develop field usage schedule to support joint program training plans.
8. Maintains status of materials to ensure adequate quantities remain available.
9. Prices and procures expendable materials to execute.
10. Every season, the DOF will develop and assign a schedule to all Team Field Representatives of their responsibilities for field maintenance; placement of flags, nets, lining, empty trash cans, etc.
11. The DOF is authorized to delegate facility support responsibilities to Program Assistant Commissioner with EB approval.

XII. ADVANCED/TRAVEL PROGRAM COMMISSIONERS

- A. The following apply to both the **Advanced** and **Travel** Commissioners (PC) for their respective programs:

1. Responsible for the overall administration and operations of the Advanced/Travel Program.
2. Work in close coordination with the CUSC staff to ensure compliance with club policy and positive flow of information between the club leadership and their programs teams/players.
3. Develops a program budget with input from the other Advanced/Travel Program staff members.
4. Monitors the fiscal status of the Advanced/Travel Program. Can delegate this task to another staff member with concurrence of CUSC.
5. Works with the CUSC EB and BOD for the contracting of services associated with the Advanced/Travel Program.
6. Represents the CUSC Advanced/Travel Program as a voting member of the CUSC Board of Directors.
7. Represents CUSC as a voting member in TASL/ VSLI respectively and any other organization that is specifically focused on recreational/travel soccer.
8. Forms committees and appoints committee leads to facilitate the operations of the Advanced/Travel Program with consent of the CUSC BOD.
9. Delegates individuals to act on behalf of the CUSC Advanced/Travel Program for various functions, with concurrence of CUSC BOD.
10. Coordinates seasonal scheduling with TASL/VSLI respectively.
11. Ensures CUSC Advanced/Travel Program representation at seasonal league Competition Committee meetings.
12. Monitors the team registrations and assists with the placement of players throughout the soccer year.
13. Acts as the primary point of contact for the Advanced/Travel Program.
14. Monitors actions of the coaches/managers and takes appropriate actions necessary to ensure team continuity and harmony.
15. Meets with team parents as required to provide information and guidance as necessary to ensure clarity of club policies and philosophies

XIII. ADVANCED/TRAVEL PROGRAM ASSISTANT COMMISSIONERS

A. The following apply to both the **Advanced** and **Travel** Assistant Program Commissioners (PAC) for their respective programs:

1. Responsible for assisting the PC in the administration and operations of the Advanced/Travel Program. Assumes responsibilities of the PC in the event the PC is unavailable or unable to perform the duties as outlined above.
2. Work in close coordination with the CUSC staff to ensure compliance with club policy and positive flow of information between the club leadership and the advanced teams/players.
3. Attends meetings as required and coordinated with the PC.
4. Assists in monitoring the fiscal status of the Advanced/Travel Program, providing reviews of the budget and input on fiscal matters as necessary.

5. Provides the administrative support to coaches as required by coordinating training, maintaining records and coordinating equipment acquisitions as necessary to ensure effective player development.
6. Submits recommendations for equipment investments for program development.
7. Coordinates the Risk Management Program with the CUSC Administrator.
8. Monitors Advanced/Travel Program coaching/training requirements and submits recommendations to the respective program staff for consideration and resolution.
9. Acts as the program player/parent advocate, monitoring issues that need action by the staff and/or consideration for policy adjustment.

XIV. ADVANCED/TRAVEL PROGRAM ADMINISTRATORS

1. Assists the PC and/or PAC in the administration and operations of the Advanced/Travel Programs, specifically with the registrations of individual players and maintaining the team rosters.
2. Primary point of contact on all team related administrative matters (i.e., rosters, player adds/drops, player cards).
3. Develops team rosters with information provided during tryouts or by the team managers.
4. Maintains records of player information, to include birth certificate/proof of birthday and contact information.
5. Develops timelines for the submission of all required administrative items for each season. Monitors the submission by each team and provides information to the PC/PAC on those teams consistently in a non-compliant status.
6. Maintains a record of payment for all players/teams and forwards payments to the CUSC Treasurer for further action. Acts as the fiscal liaison between the AP and the club Treasurer.
7. Working through team managers (and coaches as required), provides placement for players throughout the soccer year.
8. Develops player card procedures and provides player cards to all advanced teams and those teams sponsored by CUSC that request this type of administrative support.
9. Coordinates regular meetings with team managers as necessary to provide information and direction to ensure a flow of communication between teams and PC support staff.
10. Provide input to the PC staff on all policy matters impacting the registration process and corresponding administrative support for each CUSC Program.
11. Work in close coordination with the CUSC Administrator to ensure compliance with club policy and positive flow of information between the club leadership and the teams/players.

XV. TRYOUTS

- A. 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.

1. Tryouts are held for the purpose of forming teams for an entire soccer year, i.e. fall and spring season. Note that travel teams U-15 and up do not participate in league play during the spring season due to commitments to public and private school soccer programs.
2. Tryouts will be held a minimum of once a year for club-wide tryout purposes.
3. Tryouts should be held at separate times for each of the two divisions: Travel and Advanced, with Advanced following Travel try-outs.
4. Tryout dates will be coordinated with coaches and approved by the EB and will typically consist of two days in length.
5. During the conduct of tryouts, older age groups should precede younger age groups so that players trying out “up” may be properly placed.
6. Tryouts will be publicly advertised typically via local paper and club website.
7. Interested players will be given the opportunity and are strongly encouraged to register for play through the club website. Online registration is strongly encouraged to avoid delays. Players will receive an electronic confirmation which will include an informative letter that will state:
 - a. Financial responsibility of club membership, including a payment schedule due upon acceptance to a team; and
 - b. Level of commitment to the respective program, including tournaments, practices, and games.
8. If a player does not pre-register, the informational letter described in #7 above will be available at tryouts and late fee shall apply.
9. During the first day of tryouts for each division, an informational meeting will be held for parents regarding process and procedures for tryouts.
10. Parents and/or players will be notified electronically of team selection within four business days of the last day of tryouts via the online registration system. Coaches will NOT notify players on the field during or after tryouts. Coaches will perform a follow up team meeting within two weeks after selections for the purposes of face-to-face contact, team manager selection and an explanation of their expectations.
11. Failure by a player or his/her parents to respond financially within two business day maybe construed as a declination of selection and the coach may fill this position on the roster with another player.
12. The Coach and TDs have the final decision with regard to player selection. This will not overrule EB decisions regarding players desiring to “play up.”

B. The following P&P apply to **Travel only:**

1. When player quantity and quality warrants, there may be more than one team in a given age group, with the following recommendations:
 - a. The team levels will be designated “Blue” and “White.” Blue level team(s) will be expected to play at the highest possible level in their age bracket. Based upon numbers and abilities, White level teams are formed after Blue team selection.

- b. The Blue team players will be selected prior to the White team selection process. The club (and/or coach) is not obligated to place a player declining Blue team selection on the White team.
 - a. Players selected for a Blue team will be notified within two business days.
 - b. Players selected for a White team will be notified within four business days.
 - c. Players or their parents shall respond with their intent to accept or decline at the time of notification of their selection. This commitment shall not be considered complete until the first payment per payment schedule is met. This initial payment shall be paid electronically or by check through the mail to the Club's Administrator and will hold the player's spot on the team roster.
 - d. The DOC will coordinate White level team player assignments with respective team coaches.
 - e. A White team player may move up to the Blue team prior to the start of the Fall season, based on need, and agreement of both coaches, the DOC, Program Commissioner, EB, and, finally, the player.
2. There should be a minimum of 3 evaluators at each tryout for all determined days. Two evaluators should be the respective coaches and the third should be a neutral party. The top rated players shall be selected for the Blue team(s).
 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 lacking adequate numbers if not in conflict with paragraph (a) above. If a conflict does exist, the DOC and EB will decide which team will be formed before player notification.
 - c. Except as noted in paragraph (b) above, a player selected in an older age must be rated to be in the top six (6) players on the team. A player rated seven (7) and lower should play in their respective age group.
 - d. Players in an age group without adequate numbers to form a team may tryout for an older age group, providing they are travel quality.
 4. A player trying out in an older age group is not guaranteed a position on their age appropriate team if they were not part of their age appropriate group tryouts.
 5. For the player's safety, players may not tryout more than one age group "up" unless specifically approved by the EB in advanced of tryouts.
 6. Coaches will annotate player tryout evaluations on club provided tryout forms. This form is intended to aid coaches by ensuring each and every player receives a fair review of his/her strengths and weaknesses.
 7. The club will provide coaches with tryout forms that include tryout numbers and player's first names.
 8. Returning travel players may be excused from participating in club wide open tryouts due to exceptional circumstances, if:
 - a. Pre-registration completed and first payment received; and

- b. Approved by appropriate coach and DOC; and
 - c. Pre-approved by the EB.
9. The DOC and Club Administrator will guide all new players requesting a team tryout after CUSC club wide open tryouts to the appropriate coach.
 10. Coaches must be in attendance at the final day of tryouts.
 11. The only exception to Travel team formation at tryouts is as follows:
 - a. An Advanced team may participate in the Travel program with the team intact for one soccer year if declaring for the fall season, or one soccer season if declaring for the spring season.
 - b. The team will typically be placed in the lowest available division of competition in their age bracket.
 - c. After this initial participation, this team will follow Travel program tryout procedures.

C. The following P&P apply to **Advanced** only:

1. The DOC will appoint a coaching representative for each age group in which tryouts have been advertised.
2. Advanced teams may be formed with the consideration that current team players may remain with the current team if the player and coach concur. Upon concurrence of both, this player becomes a protected player. Protected players may participate in tryout for travel team selection if they choose.
3. Another coach may not select a protected player. Players on a CUSC Advanced team will not be recruited by another CUSC coach to play on another CUSC Advanced team.
4. Players will be provided the opportunity to re-enter the general advanced player pool at tryouts if they desire.
5. A player must declare his/her desire to be protected to his/her coach at least one week prior to any CUSC tryouts.
6. 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.
7. If a player does not request protected status, he/she will re-enter the general Advanced player pool at tryouts. This player is in a non-protected status.
8. Advanced players choosing to participate in Travel tryouts will NOT lose their protected status on their Advanced team, until acceptance onto a Travel team roster.
9. Player selection at tryouts will be based on current team player count. The teams with the lowest player count will select players until their player count is even with the other team(s) requiring players. At this point, selection will alternate between coaches until all players are selected and/or all teams are full.
10. New players not attending tryouts may be offered to teams with the lowest player count if the team was formed during tryouts.
11. New players at Advanced tryouts may request a specific coach and receive a protected status if the coach concurs. This status must be requested prior to player participation in tryouts.

12. Players attending CUSC tryout and not accepting a team selection will require the Program Director approval prior to placement on a different CUSC team after try-outs. Justification for placement should include reasons for initial non-acceptance at tryouts.
 13. EB will guide all new players requesting a team tryout after CUSC club-wide tryouts, to the appropriate team.
 14. Coaches must be in attendance at the final day of tryouts.
- D. The EB will appoint a try-out committee to execute try-outs. Those duties will include, but are not limited to: setting dates for try-outs and online registration, determining the costs and establishing a try-out budget for approval by the EB, advertising, organizing volunteers, setting an execution plan, coordinating with DOF for field prep, purchasing needed materials, designing and ordering signs, coordinating with the DOC to develop a schedule of evaluators for each age group.

XVI. GENERAL DUTIES OF COMMITTEES

- A. Upon establishment of a committee, a Chairperson shall be appointed to that committee by the EB and they shall continue as Chairperson as long as that committee is valid, or for a two year tem, unless removed from the position by a majority vote of the Executive Board (EB). Any established committee may be disestablished at any time by a majority vote of the CUSC EB.
1. Committee Chairpersons shall serve the interests and needs of CUSC. All chairpersons should be EB members or appointed by the EB.
 2. Each committee shall consist of one (1) Committee Chair and a minimum of four (4) Committee Members with appropriate representation throughout the club.
 3. A Chairperson should only serve as Chairperson on one committee in CUSC unless otherwise stated in the bylaws.
 4. Committee Members must be an active member of CUSC, in good standing and must complete the conflict of interest statement to be filed with the CUSC Administrator.
 5. Each Committee Member shall promote the Mission and Philosophy of CUSC and shall adhere to the Bylaws and policy and Procedure of the same.
 6. Committee Chairperson responsibilities:
 - a. Shall review and adhere to appropriate CUSC policy and procedures no later than thirty (30) days of assuming the position.
 - b. Shall review appropriate Term Ending committee report no later than thirty (30) days of assuming the position.
 - c. Shall return all communications in a timely manner.
 - d. Shall submit a bi-monthly report on committee activities to the EB.
 - e. Shall develop a time line for committee activity to the EB within sixty (60) days of establishment of said committee.
 - f. Shall provide a written Term Ending report to the EB prior to vacating office, recommending revisions where indicated.

- B. Description of CUSC Committees:
- a. Budget Committee- Shall forecast and assess the club's financial needs for the following year.
 - b. Try-out Committee- Shall preside over the execution of try-outs.
 - c. Adjudication Committee- Shall preside over any issues of ethics or misconduct in CUSC.
 - d. Tournament Committee- Shall preside over the execution of the club's fund-raising tournament.
 - e. Website committee- Shall preside over the contracting of services for, and the updating of the club's website.