



*St. Vrain FC*  
*Player/Coach/Parent Handbook*

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## **Introduction and Acknowledgement:**

This St. Vrain FC Player/Coach/Parent Handbook (“the Handbook”) contains the policies of the St. Vrain Youth Soccer Association (“St. Vrain FC” or “the Club”) established for the administration of the programs offered by the Club. All contents of the Handbook are considered the Club’s policies whether or not the sections or contents explicitly use the term “policy.”

The contents of this Handbook are first grouped by policies that apply to all Club players, Club coaches, parents and guardians of Club players, Club staff, Club employees and volunteers for the Club (collectively, “Club Members”), with a separate grouping for matters applicable to only competitive programs.

At the time of player registration for a team (or acceptance of a coaching or staff position with a team or the Club), Club Members acknowledge and agree that they will read this Handbook and abide by the policies herein.

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## **Policies that Apply to all Club Members**

### **Section 1 – Mission Statement**

To cultivate a positive soccer community in the St. Vrain and Carbon Valleys by offering a club for all ages and abilities by championing character, promoting physical activity and celebrating the game of soccer.

### **Section 2 - The Club's Philosophy**

#### **2.1 – Recreational Philosophy**

The In-House Rec program is designed to introduce players to soccer, have fun, and strengthen friendships. Players not only build relationships with their teammates, but get the chance to improve their skills with a choice to play competitive soccer or continue in the fun and light-hearted atmosphere of recreational soccer. All players receive equal playing time, and it is intended to be for fun. The score doesn't matter!

The Travel Rec program is a slight increase in commitment and competition to help bridge the gap between the In-House Rec and competitive programs. This program allows for competition with teams from other clubs with increased travel throughout the Denver metro area. Travel Rec is for age groups U9-High School aged.

#### **2.2 – Competitive Philosophy**

St. Vrain FC focuses on the technical and tactical development of each individual player within a team setting.

It is our goal to develop players at the younger ages so as they continue to grow and mature, they will possess the skills necessary to play at the highest level possible. We feel that by teaching them individual skills at the younger ages, they will be empowered, confident and more competitive as they grow thus progressing as a player.

St. Vrain FC emphasizes the development of individual players along with the overall growth of the team.

## **2.3 - Declaration of Values**

St. Vrain FC strives to be a community-based club committed to the growth and development of the beautiful game through passion, dedication and diligence.

The game is meant for everybody, regardless of age, ability or background and we do our best to make sure that every player has a place to play at a level where they have the potential to understand the joy of soccer, develop life skills and experience success, which may be defined differently by each Club Member.

We believe that teaching positive behaviors and attitudes are more important than wins, but we teach a competitive atmosphere to push each player to reach their own personal goals and to learn to love the struggle of our own process to reach our maximum potential, even if it means that there is a limit of that potential.

We try to educate our Club Members about the process of developing a soccer player as well as the values of patience, technical and professional development, diversity and attempt to tie multiple and different cultures together through soccer. We not only value the Club Members, but recognize others who volunteer and are grateful to the people who donate their time and energy to making the Club a successful experience for everybody. This includes our desire to develop players who, now graduated, desire to give back to the game and continue the cycle by being volunteers and giving back.

We also believe that money shouldn't be a hindrance to your potential to enjoy the game in a club setting, and an aggressive scholarship program has been put into place to try to eliminate that hurdle.

We take a player first approach. If we are unable to provide an appropriate environment for a particular player to develop, then we will happily work to find an ideal training situation, even if it's with another club. We also welcome new faces and ideas to prevent complacency at any and all levels.

At the end of the day, we recognize that there is no such thing as a soccer emergency, and that the game is ultimately bigger than us.

## **Section 3 - Code of Conduct**

As a Club Member you are part of a team and a club; your actions reflect not only upon yourself but also upon your team and St. Vrain FC.

### **3.1 – Players' Sportsmanship**

The Club expects players to:

1. Exemplify and demonstrate good sportsmanship at all times.
2. Know, understand, and respect the laws of the game. Beat opponents by skill and hard work, not cheating.

3. Before, during, and after games, be respectful of opponents, game officials, and spectators.
4. Maintain respectful exuberance when winning and emotional discipline when losing. Be a gracious and composed athlete.
5. Maintain a positive attitude toward your teammates and coaches, regardless of the score. Play your best to the end of the game, regardless of the score.
6. Abide by your coach's decisions regarding playing time and positioning.
7. Soccer is a full contact sport and should be played physically. However, play your game so that no injury will be the result of your play.
8. Attend all games and practices and be prompt, don't waste your coaches' and teammates' time.
9. Never use non-prescribed drugs, tobacco, alcohol or marijuana at practices, games, and other Club functions. This rule is prescribed by Colorado Soccer Association, Rules and Procedures, Section 17.1.
10. Above all, play the game with joy and integrity. Be a good role model for your peers and younger players. You are responsible for your conduct and your sportsmanship. Your behavior represents your team, your family, and the Club.

Players that follow these rules should almost never receive red cards. However, if a red card is issued to a Club player due to violent conduct or poor sportsmanship, the player will be subject to disciplinary review in accordance with Section 5, *Disciplinary Policy*.

Other apparent player violations of this Section 3, *Code of Conduct*, will also be subject to disciplinary review in accordance with Section 5, *Disciplinary Policy*.

### **3.2 – Coaches' Sportsmanship**

The Club expects coaches to follow the Players' Sportsmanship expectations, and also expects coaches to:

1. Exemplify and demonstrate good sportsmanship at all times.
2. Know, understand, and respect the laws of the game.
3. Be fair with your players. Treat them with honesty and respect. Motivate players and teach with a positive attitude. Set team rules and fairly apply them to all team players. Respect players' confidentiality.
4. Be respectful to all players, coaches, game officials, parents, and spectators. Always act in a professional manner.
5. Require your players to follow the Players Sportsmanship Code of Conduct.

6. Encourage your team's parents and spectators to follow the Parents' and Spectators' Sportsmanship Code of Conduct.
7. Never use profane or vulgar language or gestures in the presence of referees, players or parents.
8. Set a good example for your players by coaching fair play and maintaining your personal integrity, professionalism and dignity.
9. Never use or be under the influence of alcohol, tobacco, marijuana or illegal drugs around your players at practices and games.
10. Provide timely and honest assessments of players' ability and potential.
11. Provide genuine cooperation to Club coaches within your team's age group.
12. Remember, every coach represents the Club! You are responsible for your own sportsmanship as well as the sportsmanship of your players. Your actions reflect not only upon yourself but also upon your team and the Club.
13. Please refrain from recruiting players from other Club teams. Please discuss challenges and opportunities with respect to building a team roster with your Director of Coaching.
14. Be a good role model for your peers and players.

Coaches in apparent violation this Section 3, *Code of Conduct*, will be subject to disciplinary review in accordance with Section 5, *Disciplinary Policy*.

### **3.3 – Parents' and Spectators' Sportsmanship**

The Club expects parents and spectators to:

1. Be supportive of all players, especially during games. Do not address remarks to referees, opposing players or opposing fans. This does not apply where remarks convey genuine encouragement.
2. Know, understand, and respect the laws of the game. Avoid comments and gestures that express disagreement with referee calls. Prolonged remarks or abusive disagreement with referee's calls may result in a cardable offense chargeable to your team's coach. Never use foul language or obscene gestures.
3. Parents and spectators are required to be on the opposite side of the field from the team and coach.
4. Coaching or directing players by parents or spectators from the sidelines is not allowed. Give consistent support to coaches and managers, whether winning or losing. Coaches are giving hundreds of hours of time and are committed to their own continued improvement as a coach. In winning they deserve your congratulations, in losing your encouragement.



5. During the game, stay off the field and always follow the direction of the game officials. In case of injury to a player, wait for direction from coaches or game officials before going on to the field.
6. Do not curse or make obscene gestures within hearing or view of players, coaches, or game officials. Abusive, offensive and/or threatening language as well as physical actions of the same manner will not be tolerated.

7. Parents should encourage their kids to try to resolve issues with the coach themselves, as appropriate for their age. If parental involvement is necessary, parents are encouraged to wait a 'cooling off' day after any incident before discussing the matter with the coach. Consider appropriate ways to bring up the issue in a positive framework in accordance with Section 3.8, Conflict Resolution.
8. Respect the confidentiality of all players.
9. All spectators should set a good example by being good sports and parents are also responsible for the sportsmanship of their children.
10. Recruiting Players - Teams who need players are encouraged to find players NOT currently on a Club team.

Individuals who violate these standards can be asked to leave the playing area by the referee, the coach or a Club staff member, and play will be suspended until they do so. Failure to respond to such a request promptly may result in assessment of a penalty including up to forfeiture against the offending spectator's side.

Parents and spectators in apparent violation this Section 3, *Code of Conduct*, will be subject to disciplinary review in accordance with Section 5, *Disciplinary Policy*.

### **3.4 - Substance Abuse**

The possession, sale and/or exchange, consumption, or use of any alcoholic beverage, illegal drug, controlled substance, marijuana product, or tobacco product at the field area by any player prior to, during or after the playing of any Colorado Youth Soccer or Club activity is prohibited.

### **3.5 - Support Your Child and the Team**

Parents are respectfully asked to be supportive of their child and all other players on the team, especially during the games. Parents' verbal encouragement is most important to the players. Your child and other players on the team are directly impacted by the mood that is set on the sidelines.

Negative comments during games to any players are unacceptable. Such comments are very damaging. The players are under considerable pressure on the field, and are aware of errors they make. Minimize their pressure and appreciate what a wonderful job your child is doing and the progress he or she is making by showing your positive support.

Parents are required to be spectators on the opposite side of the field from the team and coach. Coaching from the sidelines is not allowed. Please leave the coaching to the coach. The players and coaches greatly appreciate your enthusiasm. Please use it to encourage and cheer the team on rather than try to direct the players.

Parents are encouraged to discuss (at an appropriate time for the coach) any questions that they have regarding the development and progress of their child, and what might be done to maximize his or her improvement.

### **3.6 - Respect the Coach's Decisions**

The coaches are responsible for establishing the play and coaching the game to the best of their abilities. Respect the coach's judgment and don't question or object to it. If there are conflicts or problems, they should be handled in accordance with Section 3.8, *Conflict Resolution*.

For competitive teams, decisions regarding playing positions, playing time, starting players, team tactics, styles of play, and player selection are not open for discussion and the coach is charged with these responsibilities.

### **3.7 - Respect the Referee's Decisions**

The referees are responsible for enforcing the laws of the game, watching the play and calling the game to the best of their abilities. Respect the referee's judgment and don't question or object to it. Remember, the referee has the final call on the field. If there are issues or concerns regarding a referee, they should be handled in accordance with Section 3.8, *Conflict Resolution*.

### **3.8 – Conflict Resolution**

If there are conflicts or problems, parents are encouraged to contact their coach at an appropriate time to set up a meeting so that issues can be discussed and hopefully resolved to everyone's satisfaction. Any conflict or problem should always remain confidential between the parents and/or player and their coach. If after meeting with the coach, the parents believe that a resolution has not been reached, they should contact the appropriate age group Director of Coaching ("DOC"). If after meeting with the DOC an agreement has not been reached, parents should contact the Executive Director to reach a solution. After those three steps have been executed then the Board of Directors may be contacted in writing, explaining the situation.

If there are issues or concerns regarding a referee, they should be brought to the attention of the Club in a manner consistent with the guidance in the preceding paragraph so that the matter can be discussed and an appropriate resolution or course of action determined.

## **Section 4 – Sexual Abuse Prevention Policy**

### **4.1 - General**

The safety and welfare of our athletes is paramount. We also value the contributions of our coaches, Club staff, and volunteers. In order to prevent child sexual abuse and to safeguard the reputation of our coaches, Club staff, and volunteers, this policy applies to all interactions between Club players and any adult acting on behalf of the Club or a Club team. If you are required by the registration process or any other process to agree to this policy or to the Handbook, it applies to you.

The *Sexual Abuse Prevention Policy* is designed to protect:

- Players from sexual abuse;
- Coaches, Club staff, and volunteers from false accusations of sexual misconduct; and
- The reputation of St. Vrain FC as a safe place for kids to play soccer.



## **4.2 - Romantic Relationships**

Coaches, Club staff, and volunteers should not be involved in romantic or sexual relationships of any kind with players, regardless of the player's age, nor behave in a manner that could be interpreted as a romantic or sexual relationship.

## **4.3 - Physical Contact**

To avoid the possible appearance of sexual misconduct, coaches, Club staff, and volunteers should minimize physical contact with players. When necessary for instruction, treatment, or building rapport, reasonable physical contact is permissible, but should never take place in private. Interactions and any permissible contact should take place in a visible and public setting. Contact that could even remotely be construed as sexual innuendo is prohibited. Contact that is meant to discipline is prohibited.

Examples of prohibited forms of contact:

- Lingering or repeated embraces of players are prohibited.
- "Playful" contact (e.g., tickling, wrestling, horsing around) that is not a part of soccer education is prohibited.

Examples of permissible forms of contact:

- Limited physical contact between coaches or Club staff members and players for the specific purpose of developing soccer playing technique or educating about appropriate athletic body movement is permissible, provided the contact takes place in a public setting.
- Physical contact designed to help assist a player with an injury (e.g. carrying off the field) is permissible, provided the contact takes place in a public setting.
- Physical contact that is positive and meant to encourage and affirm a player (e.g., high five, fist bump, shoulder-to-shoulder hug) is permissible, provided the contact is limited in duration and takes place in a public setting.
- Providing comfort (e.g., a hug) in an effort to console a player is permissible, provided that the individual is obviously expressing emotional distress (e.g., crying) and that the contact takes place in a public setting.

## **4.4 - Private Interactions**

To avoid the possible appearance of sexual misconduct, in general coaches, Club staff, and volunteers should avoid being alone with players. Players' parents or guardians should be included in all communication about scheduling any private session. Private sessions should be conducted in visibly public locations where both the coach and player are clearly visible to another adult. In the exceptional circumstances where a closed-door meeting is necessary, at least two adults should be in the room at all times. One-on-one training sessions should be held at appropriate times and locations and in view of teammates or another adult. Coaches, Club staff, and volunteers should not travel with or transport players other than their own children unless (a) they have the consent of the player's parent or guardian, (b) the adult's own child is in the vehicle, or (c) in case of an emergency. Coaches, Club staff, and volunteers should not be in players' hotel rooms, even if not alone. If an emergency requires a coach, Club staff member, or volunteer to violate these rules, they should first attempt to have another adult present, and should contact their Director of Coaching as soon as possible to brief them on the situation.



#### **4.5 - Private Communication**

To avoid the possible appearance of sexual misconduct, coaches, Club staff, and volunteers should avoid electronic communication (including email, phone, text messaging, or social media) with individual players other than to discuss soccer matters. To the extent practical, any communication between coaches, Club staff or volunteers and a player should be through or include the player's parent or guardian. There should be no expectation of privacy in these communications; they should be made available to the Executive Director and the age group Director of Coaching immediately upon request. These guidelines can be more difficult to follow when working with older players who are responsible for their own schedule and transportation but it is important to limit these communications to soccer logistics only.

#### **4.6 - Required Qualifications to be in Charge of Youth Players**

All Club staff, coaches, and official volunteers (chaperones) who are in charge of players must pass a background check prior to working with players and must repeat that check at least every two years, or more frequently if requested by the Club's Executive Director. Reasons for not being accepted to a position that directs players or puts such Club Member in contact with players for having a failed background check include any crime involving children. Other disqualifiers may be added at the discretion of the Club's Executive Director or Board of Directors. A non-acceptance due to a failed background check may be appealed in writing to the Club's Board of Directors.

#### **4.7 - Violations of the Sexual Abuse Prevention Policy**

Violations of the *Sexual Abuse Prevention Policy* are not subject to the terms of the *Disciplinary Policy* set forth in Section 5. The Club, in its sole discretion, may initiate disciplinary action (with or without the right of appeal to the Club's Board of Directors) as it finds warranted in the circumstances. The Club may also pursue any administrative, civil or criminal actions available to it as allowable under the law, and will perform any actions required under the law.

#### **4.8 - What to do if you Suspect Sexual Abuse or Inappropriate Conduct**

All Club staff, coaches, and volunteers are Mandatory Reporters under Colorado law. As such, they are required to report any instances in which they observe, have reasonable cause to know, or suspect that a child has been subjected to abuse or neglect. Reports must be made immediately to a Director of Coaching, the Executive Director or directly to law enforcement or to the child abuse reporting hotline.

- Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437)

For all adults:

- If you see behavior or hear conversation between an adult and a player that seems inappropriate, attempt to stop it; and
- Notify a Club Staff Member, Club Director of Coaching or Club Executive Director immediately.



## **Section 5 – Disciplinary Policy**

### **5.1 - Purpose**

The Club is committed to providing a safe environment characterized by the values of fairness, integrity, respect, and sportsmanship in which all persons, not just Club Members, are treated with respect. Disrespectful, irresponsible or inappropriate behavior can result in harm to Club Members and can damage the Club's image and integrity. The policies throughout this Handbook explain in more detail the behavior requirements and expectations for all Club Members, and all Club Members are expected to comply with the policies set forth in this Handbook and also the Laws of the Game (collectively, the "Rules").

Conduct that violates the Rules may be subject to disciplinary measures by the Club. Because disciplinary measures may be applied, a mechanism for handling complaints and discipline in a fair and expeditious manner is established. This Section 5, *Disciplinary Policy*, describes how complaints can be made, how the Club will address complaints, and how accused Club Members may appeal the Club's disciplinary decisions.

Club Members must also adhere to Colorado Soccer Association's ("CSA") rules and regulations. In situations where CSA disciplinary procedures come into play, the Club reserves the right to go above and beyond CSA's disciplinary actions.

### **5.2 - Application to Club Activities**

The Disciplinary Policy applies to all Club Members. The Disciplinary Policy applies to matters that may arise during the course of Club activities including, but not limited to, the following: trainings, scrimmages, camps, academies, games, tournaments, travel, team or Club activities/events, and team or Club meetings.

### **5.3 - Reporting a Rules Violation Complaint and Acceptance of Complaints**

Any Club Member may report a Rules violation complaint following the correct procedure. This includes the following criteria:

- The complaint must be in writing
- The complaint should be signed
- The complaint must be submitted to a member of the Club staff (Administrative staff, a Director of Coaching, or the Executive Director) within thirty (30) days of the alleged incident.
- The complaint must be submitted in person at the Club's office during normal business hours, by mail to the Club's office address to the attention of a member of the Club staff, or by email attachment to a member of the Club staff with the email addressed to the staff member's official Club email address (as posted on the Club web site).



Complaints reported by Club Members that conform to the preceding criteria will be accepted for further consideration by the Club. Complaints reported by Club Members that are not reported in accordance with the preceding criteria, including anonymous complaints, may be accepted for further consideration or rejected from further consideration at the sole discretion of the Club.

Complaints may be received by the Club from sources other than Club Members. These sources include, but are not be limited to, referee incident and game reports, employees of outside businesses utilized by the Club (e.g. hotel travel), and other clubs (e.g. tournament staff). Complaints received from sources other than Club Members may be accepted for further consideration or rejected from further consideration at the sole discretion of the Club.

#### **5.4 – Evaluation of Complaints**

Complaints accepted for further evaluation will be investigated by Club staff, under the direction of the Executive Director, to the extent feasible and practicable. The purpose of the investigation will be to uncover and document the factual details associated with the underlying incident or conduct. Witnesses may be questioned, and documentation examined, as deemed appropriate to the circumstances. Once the full detail of the incident or conduct is understood, and an infraction has been deemed to occur, the infraction will be addressed as outlined below.

The Club’s Executive Director will determine whether an infraction is a minor or major infraction in his or her reasonable judgment:

- Minor infractions are those not determined to be major infractions. Examples of minor infractions include, but are not limited to:
  - Disrespectful, offensive, abusive, racist or sexist comments or behavior
  - Conduct contrary to the ideals of respect, such as angry outbursts or arguments, either in written or spoken form
  - Non-compliance with the Rules
- Major infractions are instances of misconduct that result, or have the potential to result, in physical or emotional harm to Club Members and other persons, or to the Club itself. Two or more minor infractions within a season may also be deemed to constitute a major infraction. Examples of major infractions include, but are not limited to:
  - Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others
  - Repeated conduct contrary to the ideals of respect such as angry outbursts or arguments
  - Incidents of actual or threatened physical abuse
  - Pranks, jokes or other activities that endanger the safety or welfare of others

Following the determination that an infraction has occurred, and the classification of the infraction as minor or major, the Club will initiate disciplinary action as described below in section 5.5, *Disciplinary Measures*.

## **5.5 – Disciplinary Measures**

For minor infractions, disciplinary measures will be determined by the Executive Director, or determined by a Disciplinary Panel if the Executive Director believes a Disciplinary Panel is warranted. Disciplinary measures for minor infractions typically include, but may not be limited to, verbal or written reprimand and verbal or written apology required. The Club will document and maintain a record of minor infractions that result in disciplinary action. Repeat minor infractions may result in additional incidents or conduct being considered a major infraction.

For major infractions, a Disciplinary Panel will determine all disciplinary measures. The Disciplinary Panel may apply the following disciplinary measures singly or in combination for major infractions:

- Verbal or written reprimand which may be placed on the individual's record
- Verbal or written apology required
- Service or other voluntary contribution to the Club
- Required training (ref/coach certificate)
- Suspension from the current training, activity, and/or event
- Removal of certain privileges
- Suspension from certain Club programs, events, and/or activities
- Suspension from all Club activities for a designated period of time
- Expulsion from the Club
- Any other disciplinary measure considered appropriate for the offense

The operation of the Disciplinary Panel is discussed below in Section 5.6, *Disciplinary Panel*.

Any disciplinary action taken will be communicated to the affected individual. In situations where the individual acknowledges the facts of the incidents, he or she may waive an appeals process and accept the disciplinary decision put forth. In situations where the individual does not agree with the facts or the disciplinary decision, the individual may appeal the decision as discussed below in Section 5.7, *Disciplinary Appeals*.

Disciplinary measures will commence immediately unless otherwise specified in the disciplinary ruling or the appeals ruling. Failure to comply may be considered an infraction and result in additional disciplinary measures, up to and including suspension or expulsion from the Club.

Notwithstanding the other provisions of the Disciplinary Policy, Club staff or Club coaches may take immediate, informal, or corrective action in response to behaviors that constitute an infraction of the Rules if such action is warranted under the circumstances and is commensurate with the nature of the infraction, provided the individual being disciplined is told the nature of the infraction. In such situations, disciplinary measures will be only for the duration of the training, program, match, or event. Further disciplinary measures may be applied but only after review of the matter in accordance with the procedures set out in this Disciplinary Policy.

### **5.6 – Disciplinary Panel**

Disciplinary Panels will consist of three Club staff members in the case of minor infractions, and two Club staff members plus one Club board member in the case of major infractions, who are unaffiliated to the situation or person in question and will be reasonably free from any other bias or direct conflicts of interest.

The Disciplinary Panel will meet and come to a disciplinary decision as soon as administratively practical. Bearing in mind the nature of the infraction and the potential disciplinary consequences, the Disciplinary Panel may decide to conduct a hearing by way of review of documentary evidence or by way of oral hearing. If the Disciplinary Panel decides to conduct an oral hearing, it may decide to do so in person or by means of telephone conference. The Disciplinary Panel reserves the right to request in a timely fashion evidence from all parties but also reserves the right to make a determination without evidence from all parties.

### **5.7 – Disciplinary Appeals**

Disciplinary decisions are appealable unless waived as previously noted. To appeal, the individual must inform the Disciplinary Panel of the decision to appeal and provide written notice to the Disciplinary Panel and the Club's Executive Director.

The Appeals Panel will consist of three individuals who shall be Club board members that are unaffiliated to the situation or person in question and will be reasonably free from any other bias or direct conflict of interest. In the event three Club board members are unavailable due to conflicts of interest or availability, the panel will consist of a mix of three Club board members and Club staff that are unaffiliated to the situation or person in question and will be reasonably free from any other bias or direct conflict of interest.

The Appeals Panel will conduct either a Documentary Review or an Oral Hearing, or both, as determined by the Appeals Panel in its discretion.

Where the Appeals Panel has determined that the appeal will be held by way of documentary submissions, the Appeals Panel will govern the hearing fairly and as it sees fit, provided that:

- All parties are given a reasonable opportunity to provide written submissions to the Appeals Panel, to review written submissions of the other parties and to provide written rebuttal and argument. The submittals and rebuttals shall be limited to two pages of normal size font, and limited to the facts and circumstances relevant to the disciplinary matter at hand, and the evidence presented to or decided upon by the Disciplinary Panel; new facts, matters, defenses, etc., shall not be permitted unless allowed at the sole discretion of the Appeals Panel.
- The applicable principles and timelines set out by the Appeals Panel are respected.
- Decisions will be by majority vote
- The Appeals Panel will refrain from communicating with the parties except in the presence of, or copy to, the other parties
- Any party potentially affected by the matter may be made party to the hearing by the Appeals Panel and the Appeals Panel may elicit written documentation from such parties.

Where the Appeals Panel has determined the appeal will be held by way of oral hearing, the Appeals Panel will govern the hearing fairly and as it sees fit, provided that:

- The affected parties will be given 5 days written notice of the day, time, and place of the hearing
- The affected parties will be provided copies of all evidence to be relied upon
- Decisions will be by majority vote
- The Appeals Panel will refrain from communicating with the parties except in the presence of, or copy to, the other parties
- The individual being disciplined may be accompanied by a representative
- The individual being disciplined will have the right to present evidence and argument
- Any party potentially affected by the matter may be made party to the hearing by the Appeals Panel
- The Appeals Panel may request any witness be present at the hearing or submit written evidence in advance of the hearing (the gravity given to written evidence from parties not present at the hearing will be determined by the Appeals Panel)
- If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed
- The hearing will be held in private

For both Oral Hearings and Documentary Review appeals, once appointed, the Appeals Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing and/or review.

The Appeals Panel decisions are final and are not appealable.

## **5.8 – Disciplinary Policy Exclusions**

Certain behavioral conduct is of utmost importance to the safety and welfare of Club Players, and accordingly certain violations of the policies set forth in this Handbook are excluded from the scope of Section 5, *Disciplinary Policy*: Violations of the *Sexual Abuse Prevention Policy* in Section 4, and violations of policies with respect to team rental vehicles in Section 7.9, are subject to the disciplinary measures set forth in those sections and not subject to the conditions in the *Disciplinary Policy*.

## **Section 6 – Team Formation**

### **6.1 – Recreational**

It is the goal of St. Vrain FC to find a place to play for every player. Returning players will be given the opportunity to return back to their former team if registered before the early registration deadline. Returning players (wanting to be placed on a different team or registered after the deadline) and new players will be assigned on a first come, first served basis while trying to accommodate friend requests and neighborhood locations as best we can.

Players who register by the regular registration deadline are guaranteed placement on a team. A late fee is incurred for players who register after the regular registration deadline. Late registrations are not guaranteed placement on a team, and spots will be filled on a first-come first-served basis. St. Vrain FC reserves the right to move players between teams at any time, and for any reason.

Regarding Special Requests: We do our best to meet all special requests within our control. The first priority is to place every player so they have the opportunity to play soccer. If there is a team request we do our best to accommodate that request, assuming the team is not already full. When requesting a friend, please make sure that friend also registers, otherwise it will delay the placement of your child and could affect where they are placed.

### **6.2 – Competitive**

Team formation for competitive teams is discussed separately in Section 11.

## **Section 7 - Travel Policies**

### **7.1 – Practices and League Games**

Travel for practices and league games is fully a personal responsibility. Players are expected to make their own travel arrangements and arrive at the field prepared and dressed for practice or game play prior to the coach's designated time.

Players are expected to remain flexible if practices or games are canceled or rescheduled, and to arrive on time for rescheduled practices and games.

For recreational teams (other than the travel-recreational program), all travel is local. For recreational-travel teams and competitive teams, certain league games may be non-local and require

extended commute times (e.g. Colorado Springs, Vail, Grand Junction). Players and coaches who choose to overnight for a non-local league game are responsible for their own travel arrangements and related costs.

## **7.2 – Local Tournaments**

Local tournaments are those within approximately 120 miles of Longmont.

Travel for local tournaments is fully a personal responsibility. Players are expected to make their own travel arrangements and arrive at the field prepared and dressed for game play prior to the coach's designated time.

Players are expected to remain flexible if games are canceled or rescheduled, and to arrive on time for rescheduled games.

Players and coaches who choose to overnight for a local tournament are responsible for their own travel arrangements and related costs. Tournament costs are discussed further in Section 8.4.

## **7.3 – Non-Local Tournaments**

Non-local tournaments are those tournaments a substantial distance from Longmont which necessitate overnight travel for the team and coach.

Generally, for teams U14 and younger, player travel is fully a personal responsibility and players are expected to make their own travel arrangements and arrive at the field prepared and dressed for game play prior to the coach's designated time. However, each team's Tournament Manager or Team Manager will typically coordinate certain group matters such as making hotel room blocks available and making reservations for dinners and other entertainment activities. Even though travel, hotels and meals are each player's responsibility, players are encouraged to coordinate their arrangements and spend time together both on and off the field.

For teams U15 and older (and in some instances U14 teams), travel for players, coaches and designated chaperones is typically arranged and/or coordinated on a group basis for the team by the Team Manager or Tournament Coordinator, and includes communal transportation, lodging and meal arrangements. Travel for families and friends attending the tournament is fully a personal responsibility and families and friends are responsible for making their own arrangements.

Tournament costs are discussed further in Section 8.4.

## **7.4 –Players Have Priority**

Traveling to tournaments is for the benefit of the players, not the benefit of parents, family or friends. Accordingly, the player's transportation, lodging, meals and entertainment should be the first priority.

For teams U15 and older, if a parent would like to take their child for a family activity during the course of the tournament they must get approval from the team coach. For all teams, we encourage parents not



to take their children away from the team during the course of the tournament as the priority is the team and team activities.

### **7.5 –Coaches and Club Staff**

All coaches and assistant coaches are responsible for their own travel arrangements and costs for practices, league games and local tournaments, and are subject to the Club's internal operating policies.

For non-local tournaments the team is responsible for the travel costs of the head coach. Each team in its sole discretion may opt to bring one or more assistant coaches to a non-local tournament, in which case the team is responsible for the travel of the assistant coaches. Tournament costs are discussed further in Section 8.4.

The Club, in its sole discretion, may send a staff member or other Club representative to any league game or tournament. These arrangements and costs are the responsibility of the Club and subject to the Club's internal operating policies.

### **7.6 –Chaperones**

For teams U15 and older attending non-local tournaments, chaperones may be designated to supervise the team and assist the team in matters such as but not limited to transportation coordination and meal planning and preparation. U14 teams, at their discretion, may also utilize designated chaperones. For teams U13 and younger (and U14 teams not utilizing designated chaperones) players are the responsibility of their parents and guardians.

The number of chaperones should be no less than one chaperone for every six players attending the tournament. Coaches are not considered chaperones.

Teams are responsible for the cost of chaperones' lodging. However, chaperones are responsible for their own transportation and meal costs unless the team in its sole discretion decides to assume some of these costs. Tournament costs are discussed further in Section 8.4.

Chaperones are required to complete a background check and provide their Director of Coaching with proof of a valid driver license and current insurance.

### **7.7 – Travel Conduct**

The behavior of players and their families, coaches, chaperones and others representing the team or the Club is a reflection of team and the Club. At all times, these individuals should conduct themselves in a well-behaved and respectful manner.

The coach, with the assistance of chaperones and parents, is expected to set the expectations for team conduct throughout the course of travel - including curfews, behavior during games and team activities, and in places such as airports, vans and buses, hotels, restaurants and entertainment venues. The Coach is also responsible for setting the dress code for team travel.

Players not in the immediate custody of their families must abide by the rules and directions set by the coach and chaperones.

During the course of all travel - whether local or non-local, or for a league game or a tournament - all players, coaches, parents, chaperones and other spectators associated with the team or Club are required to abide by the *Code of Conduct* set forth in Section 3 of this Handbook, no different than as at a home league game.

## **7.8 – Preventing Sexual Abuse**

Regardless of the nature of travel, all parents, players, coaches, chaperones and Club staff are subject to the *Sexual Abuse Prevention Policy* in Section 4 of this Handbook. The *Sexual Abuse Prevention Policy* sets forth the policies to be observed in all instances of Club related travel.

## **7.9 – Vehicle Transport and Team Rental Vehicles**

The responsibility for safe transport for all practices, scrimmages, games, tournaments, team events and Club events is fully the personal responsibility of players, parents and guardians, and coaches, except for circumstances involving team rental vehicles.

Team rental vehicles are vans, buses, cars or other rental vehicles designated for team transport for tournaments where the responsibility for players during the course of the tournament is vested in the coach and designated chaperones, even if parents are attending. This is substantially the case for non-local tournaments for teams U15 and older. For teams U13 and younger (and U14 teams not utilizing designated chaperones), rental vehicle arrangements and the responsibility for safe transport are entirely personal responsibilities of players and their parents or guardians. Team rental vehicles do not include vehicles operated by transportation services.

No persons other than an authorized driver(s) under the rental agreement may drive a team rental vehicle (except for emergency situations involving immediate health or safety matters). When any player is on-board a team rental vehicle who is not the authorized driver's own child, the vehicle may only be used for direct transport to and from team events such as games, practices, meals and designated team entertainment events, or for transport needs incident to such events (such as going to a sporting goods store for equipment needed for a game, or going to a grocery store to buy water for a team hike). Activities constituting frolic and detour when transporting players to or from team events on a team rental vehicle is not allowed.

Personal use of team rental vehicles by the authorized driver, if not in conflict with the terms of the preceding paragraph, is allowable provided the use does not conflict with any team transportation needs.

Individuals renting a team rental vehicle should not knowingly or willingly allow an unauthorized driver to drive a team rental vehicle except for emergency situations involving immediate health or safety matters.

Players traveling in any vehicle that is not a team rental vehicle may only do so with the express consent of a player's parent or legal guardian unless the player is age 18 or older and can personally consent. In this event, the responsibility for safe transport becomes fully a personal responsibility of the player and their parent or guardian.

No person may operate a team rental vehicle at any time while intoxicated, under the influence of marijuana, under the influence of illegal drugs or substances, under the influence of legal substances that impair the ability to drive, or under the influence of either prescribed or non-prescribed medication (including over-the-counter medication) that impairs the ability to drive.

You must have a valid driver's license and current insurance to operate a team rental vehicle. No person may operate a team rental vehicle if their driver license is under suspension or has been revoked.

All team rental vehicles should be operated in a safe and sound manner and in accordance with applicable traffic laws.

Use of a team rental vehicle that does not conform to the policies set herein are subject to disciplinary measures at the sole discretion of the Club and are not subject to the terms of the *Disciplinary Policy* in Section 5.

## **Section 8 - Fees and Expenses / Scholarships / Refunds**

### **8.1 – Player Fees**

Player fees cover costs for player and team organization and league registration, field use, coaching, Club equipment, referees and Club operations.

Payment of player fees is due at the time of player registration for a team, and covers the player's applicable commitment period to the team. The commitment period is generally the upcoming season (there are two soccer seasons per year – the first in fall and the second in spring); however, if a team is participating in an annual league the commitment period is for the full year covering both the fall and spring seasons.

For competitive teams, installment payment options are available at the time of player registration for a team.

As discussed below in Section 8.5, scholarship opportunities are available to both recreational and competitive players with limited income to help defray the cost of player fees.

If a player fee is not paid by the due date, the Club has the right to suspend the player's participation on the team until payment is brought current.

### **8.2 – Uniform and Equipment Costs**

For recreational players, Club jerseys must be purchased.

For competitive players, uniform "Kits" as described in Section 15 must be purchased. Generally, new Kits are selected by the Club every 2-3 years. Uniforms may also periodically need to be replaced (e.g. player outgrows jersey, extreme wear and tear).

Payment of uniform costs is due at the time uniforms are ordered, which is generally one to two months in advance of the start of a season or at the time of player registration for a team.

All players must also have proper equipment required under the laws of the game such as proper shin guards and footwear, all of which is fully a personal cost. Please refer to the laws of the game.

### **8.3 – Camp and Academy Fees**

Camp and Academy fees cover field rental, coaching and other costs of the camp or academy.

Payment of camp and academy fees is due at the time of player registration for a camp or academy.

As discussed below in Section 8.5, scholarship opportunities are available to players with limited income to help defray the cost of camp and academy fees.

If a camp or academy fee is not paid by the due date, the Club has the right to suspend the player's participation in the camp or academy until payment is brought current.

#### **8.4 – Tournament Costs (Competitive Program Only)**

Tournament costs consist of tournament registration fees as well as cost of travel, hotels, meals and incidentals for out-of-town events.

Tournaments are a team event, and each team is responsible for determining how the cost of the tournament registration fees will be split among the team and any guest players. Tournament fees vary for each tournament, and typically range from \$500 to \$1,000 per team but could be higher. While teams are responsible for determining how the fees will be split, fees must be split in an equitable manner – such as pro-rata among the players attending or among the entire team.

As discussed below in Section 8.5, scholarship opportunities are available to players with limited income with respect to tournament registration fees.

For local tournaments, both players and coaches are responsible for their own travel arrangements and related costs.

For non-local tournaments, the cost of coach airfare (if applicable), personal vehicle mileage (at applicable Internal Revenue Service business travel reimbursement rates), hotel and meals (\$45/day per-diem for meals) for the head coach is also the responsibility of the team, and the team must determine how such costs will be split in an equitable manner. At the discretion of each team, assistant coaches may attend tournaments and the cost of coach airfare (if applicable), personal vehicle mileage (at applicable Internal Revenue Service business travel reimbursement rates), hotel and meals (\$45/day per-diem for meals) shall also be split in an equitable manner as determined by the team. For teams U15 and older (and U14 teams choosing to use designated chaperones), lodging costs of chaperones shall also be covered in an equitable manner as determined by the team. At the discretion each team, team transportation arrangements may also be made (e.g. team bus) and the cost of such arrangements shall also be split in an equitable manner by the team.

In determining an equitable manner to split tournament registration fees, costs for the coaches and chaperones, and costs for team transportation arrangements, it is at each team's discretion whether or not guest players will be responsible for a share of the costs or if the costs will be absorbed by only regular team members.

Registration fees for tournaments are usually due two months or more before the actual tournament. Additionally, the travel, hotel and meal costs for coaches may due in advance of a tournament or after the tournament depending on the particular travel arrangements. The cost of team transportation arrangements may also be due in advance of a tournament or after. It is the responsibility of each team to coordinate tournament related payment arrangements, and such responsibilities are typically shared by or assumed by the Team Manager, Tournament Coordinator or Team Treasurer. For budgeting purposes only, U12 and

younger teams are based off of 13 player rosters, and U13 and older teams are based off of 16 player rosters.

The cost of each player's travel, hotel, meals, incidentals and other expenses for tournaments is the responsibility of each player. Others attending the tournament such as family and friends are also responsible for their own costs. Typically, certain travel logistics are coordinated through the Team Manager or Tournament Coordinator (e.g. making group hotel blocks or group flight arrangements), but each player or tournament attendee is responsible for their own costs. Payment for these costs will be due in accordance with the particular circumstances.

Refer to Section 17, *Team Finances*, for policies on team financial arrangements.

### **8.5 – Scholarships**

The Club authorizes scholarships to help cover player fees, camp and academy fees, and tournament registration fees for players whose families have limited income. Scholarships are based on each player's family's size and income, and the amount of scholarship monies made available by the Club in its sole discretion. Please contact a Club staff member for information on scholarship arrangements and how to apply.

The Club provides opportunities for scholarship players to give-back to the St. Vrain FC soccer community. These opportunities - such as field set-up or take-down, youth recreational refereeing, or other opportunities as may arise – are not a condition for receiving a scholarship but are encouraged.

### **8.6 – Refund Policies**

The Club does not refund player fees except for instances of out-of-state job-related transfers and injuries documented by a physician that preclude player participation in the remainder of the regular season (such instances a “refundable event”). For refundable events occurring prior to the commencement of the first regular league game for a season, the refund amount will be the player fee for the season less a \$50 processing cost for recreational players and a \$110 processing cost for competitive players. For refundable events occurring during or before half the regular league games for the season have been played, the refund amount will be the player fee for the season prorated to reflect the fee attributable to the number of remaining league games for the season. For refundable events occurring after half the regular league games for the season have been played, no player fee refunds will be issued. Suspension of a player for disciplinary reasons never constitutes a refundable event.

Notwithstanding the preceding, the Club will provide a full refund of player fees if the Club is unable to place a registered player on a team, camp or academy roster (for example, teams are full and the Club is unable to form an additional team).

Notwithstanding the preceding, extraordinary events or circumstances may occur that are beyond the reasonable control of the Club and which prevent the commencement of soccer activities, or which necessitate the mid-season cancellation or suspension of soccer activities (such instances a “special refundable event”). Special refundable events can arise due to various reasons, including, pandemics,

epidemics, wars, strikes, riots, natural disasters, declared states of emergency or other governmental order, and acts of God.

For recreational players: 1) if a special refundable event occurs prior to the commencement of the first regular league game for a season, a refund equal to the player fee for the season less a \$50 processing cost will be given, 2) for special refundable events occurring during or before half the regular league games for the season have been played, the refund amount will be the player fee for the season prorated to reflect the fee attributable to the number of remaining league games for the season less a \$50 processing fee, 3) for special refundable events occurring after half the regular league games for the season have been played, no player fee refunds will be issued.

For competitive players, where soccer activities are year-round and can include training and tournaments both in advance of a regular league season and after a regular league season, the Club reserves the right in its sole discretion to determine the amount of refund which may be granted, if any.

To the extent a special refundable event occurs and a refund is not granted, the Club will assess whether a credit can be granted to apply against the fee for a future season. The amount, timing and manner of application of any credit is at the sole discretion of the Club.

In the event that player fees are being made on an installment payment plan, refunds will be made only to the extent that the player fees have been collected, prorated accordingly (if applicable). Additionally, to the extent that any player fees are still due to the Club under an installment payment plan and are not subject to refund, the Club has the right to collect the amounts due.

The Club does not refund uniform costs.

The Club does not refund tournament registration fees, travel/hotel/meal costs for coaches and chaperones, or team transportation arrangement costs. However, such expenses may be refundable by individual teams depending on the arrangements made by the teams and the refund policies of individual tournaments. Refer to section 17, *Team Finances*, for policies on team financial arrangements.

The Club reserves the right in its sole discretion to adjust refunds and credits for extenuating circumstances.

## **8.7 – Personal Fundraising Opportunities**

Players may be able to earn money to help cover their costs through personal fundraising opportunities or programs that arise from time-to-time. These opportunities are described on the Club website

## **Section 9 - Privacy Policy**

### **9.1 – Personal Information**

St. Vrain FC only collects personal information when you request our programs and only uses the information collected to provide those programs for you. Any personal information collected will not be traded, rented or sold to anyone outside of St. Vrain FC, and will not be disclosed to anyone outside St. Vrain FC except where necessary to provide the requested services (such as registering players with Colorado Soccer Association).

From time to time, we may engage third parties to process your information on our behalf (such as our credit card payment processor and uniform vendor); however, none of these third parties have permission to retain, share, store or use personal information for any reason other than providing the requested service.

### **9.2 – Media Release**

Notwithstanding the preceding Section 9.1, St. Vrain FC may use photographs or digital images of Club activities (such as practices, games and fundraising activities) along with Club Member names in printed and electronic promotional materials including, but not limited to, brochures, newsletters, magazine advertisements, the Club web site and other electronic media. To opt-out from this disclosure policy, written notification should be provided to the Club’s Executive Director.

Media organizations, networks, blogs and other types of content services sometimes have questions regarding official Club matters or legal questions regarding the Club. Club Members should refer these inquiries to Club staff.

Club Members are not to publish, post or release any information about the Club or a Club team that is considered confidential or not public. If there are questions about what is considered confidential, Club members should check with the Club staff.

## **Section 10 - Social Media**

“Social media” includes, but is not limited to, all blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums and other sites and services that permit users to share information with others in a contemporaneous manner.

Club Members should be aware that their use of social media may have an impact on their personal image, as well as the image of the Club. When posting material, Club Members should be careful to use their best judgment to not include material or verbiage about the Club or Club Members that is defamatory, pornographic, proprietary, harassing, libelous or confidential.



The policies set forth in Section 3, *Code of Conduct*, as well as other policies in this Handbook, apply to Club Members' social media use, and postings regarding Club Members or the Club that constitute harassment, intimidation, bullying, threats or emotional abuse can be considered violations subject to disciplinary action in accordance with Section 5, *Disciplinary Policy*. If a Club member finds or encounters such conduct while using social media, they should not engage or should disengage from the situation in a polite manner. If such conduct persists, or is initially deemed to be a threat or of such a severe nature that reporting is warranted, the Club Member should notify their parents, coach or Club staff as deemed appropriate to the circumstances.

Social media use by all Club members, including coaches, chaperones and Club staff is subject to the policies set forth in Section 4, *Sexual Abuse Prevention Policy*.

Club Members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property if posting or using such materials in social media.

## **Policies Related to Only Competitive Programs**

### **Section 11 - Team Formation**

#### **11.1 - Number of Teams**

St. Vrain FC's goal is to support as many viable and competitive boys and girls teams at each age group. The number of teams at each age group will vary depending on the number of interested/qualified players and coaches.

The official team names for the teams will correspond to specific color definitions. These definitions will be Green, White, Black and Grey.

#### **11.2 – Tryouts and Team Play**

The primary focus of the St. Vrain FC Competitive Program is to foster and facilitate a challenging and fun competitive team sport environment in which our players can continue to develop as soccer players. Our staff recognizes that each player has a unique set of attributes and abilities. We take a consistent perspective and place players on a like-minded team that will promote their greatest development and enable them to reach his or her full potential. We do this by accurately evaluating each player throughout the training year. Starting in 2017, SVFC will be taking a longer-term perspective to player selection and team placement.

#### **Incoming U9's:**

A traditional two-day tryout will be the primary factor in placement. However, an Club staff member(s) will monitor and observe Recreational In-House U8 games throughout the spring season with the added benefit to further the staff's knowledge of the potential player pool.

**Incoming U11's:**

For incoming U11 players, we experience a large influx from the recreational leagues. Therefore, a formal tryout event is still the most efficient way to get players into the program. Although a traditional two-day tryout will be a factor in placement, performance during the season in games and in training will also be weighted significantly. This means that consistency and discipline will be more important than a two-day showing. Club coaches will have made a comprehensive evaluation of current players throughout the season and prior to player selection.

**Player Placement for New Club Competitive Players:**

Non-Club players and Club recreational players currently U9 and older who would like to be considered for placement on one of the Club's competitive teams need to be observed at a team training for evaluation. You are welcome to request an opportunity to be evaluated at any point in the season.

**11.3 - Green Program**

The "Green" program contains the Club's "top" teams (At U11/U12, the "Green" program will include the Green/White player pool). They practice three times a week and demand a high level of commitment from both parents and players. All teams in our "Green" program are required to participate in the State Cup competition or Presidents Cup. Movement of players between the "Green" and "White" programs is expected.

**U11 –U12:**

These teams are required to participate in 3 tournaments per year but may choose to participate in more. They may also choose an out-of- state tournament in addition to or instead of one of the in-state tournaments. For example: one post season fall, one pre-season spring, one post season spring. U12 teams will be required to participate in the State Cup competition or the Presidents Cup if they are qualified.

**U13-U14:**

These teams are required to participate in at least 3 tournaments per year. At least one must be an out-of-state tournament. All teams will be required to participate in the State Cup competition or the Presidents Cup if they are qualified.

**U15-U19:**

These teams are required to participate in at least 2 tournaments per year with at least 1 to be an out-of-state tournament. U16 and older teams are encouraged to find "College Showcase" tournaments. Such tournaments are excellent opportunities for players to be exposed to college coaches. All teams will be required to participate in the State Cup competition or Presidents Cup if they are qualified, along with the two other required tournaments.

**11.4 - White Program**

Teams in the "White" program are considered our next highest level teams and often compete at the same level as our "Green" program teams. Practice will be 2-3 times a week. Movement of individual players between "Green" and "White" along with "White" and "Black" programs is to be expected and encouraged. Coaches in the "White" program are expected to develop and prepare players to move into the "Green" program. Participation in State Cup competition is not required.



**U11-12:**

These teams are required to participate in 2 in-state tournaments a year but are encouraged to participate in more. They may also choose an out-of-state tournament in addition to or instead of one of the in-state tournaments.

**U13-U14:**

These teams are required to participate in 2 tournaments. At least one tournament is encouraged to be an out-of-state tournament. These teams will be expected to participate in the President's Cup or Centennial Cup competition on the recommendation of the Director of Coaching.

**U15-U19:**

These teams are required to play in two tournaments and are encouraged to travel for one out of state tournament. These teams will be expected to participate in the President's Cup or Centennial Cup competition on the recommendation of the Director of Coaching.

**11.5 - Black and Grey Program**

Teams in the "Black and Grey" program are considered our next highest level teams and often compete at the same level as our "White" program teams. Practice will be 2-3 times a week. Movement of individual players between "White" and "Black" programs is to be expected and encouraged. Coaches in the "Black" program are expected to develop and prepare players to move into the "White" program. Participation in state cup/Presidents Cup is not required.

**U11-12:**

These teams are encouraged to participate in two in-state tournaments a year but are may participate in more. They may also choose an out-of-state tournament in addition to or instead of one of the in-state tournaments.

**U13-U14:**

These teams are encouraged to participate in 2 in-state tournaments a year but may participate in more. They may also choose an out-of-state tournament in addition to or instead of one of the in-state tournaments. These teams will be allowed to participate in State Cup or Colorado Cup competition on the recommendation of the Director of Coaching.

**U15-U18:**

These teams are required to play in one tournament and are encouraged to travel for one out of state tournament. These teams will be allowed to participate in State Cup or Colorado Cup competition on the recommendation of the Director of Coaching.

**11.6 – Player Movements**

All competitive teams require a high level of commitment from their players. Between fall and spring seasons, coaches may add new players to a team, or move players between the different programs. All player movement or additions must be approved by the Director of Coaching.

### **11.7 – High School Teams**

Club soccer is played for only one season per year for high school students. U15 through U19 girl's club soccer season is played in the fall. Tryouts for the fall season take place at the end of May or beginning of June. Dates and times to be set by SVFC club staff. HS Boy's club soccer season is played in the spring. Tryouts for spring will be held in October/November. Dates and times will be set by Club Staff.

### **11.8 – The Club Stance on Winning**

There is a difference between competing for a win, and “win at all costs”. The Club has taken a stance that we want our teams to be as competitive as possible at all levels with the statement that teams will not stray from the correct stage of development to chase a result. We believe that steel sharpens steel and that competition is a good thing at all levels of development. We have adopted policies to inspire the competitive mentality throughout the entire club.

## **Section 12 - Commitment to the Team**

Like the players, parents have made a commitment to their child's team and the Club. It is your responsibility to ensure that your child arrives to practices and games on time. If your child is asked to be a guest player for another club or team, they must obtain permission from the Director of Coaching.

Colorado Soccer Association (“CSA”) organizes participating teams into several basic levels of competition. Teams are evaluated at the end of each season and are assigned a playing level based on their win/loss record. Teams from all over Colorado and Southern Wyoming play ten game schedules in the fall season, which begin at the end of August and runs through mid-November. Games are played primarily on Saturdays and are scheduled so five will be played at “home” fields and five will be away games. Most away games are played in the Denver area but some games are played as far away as Laramie, Wyoming; Grand Junction, or Pueblo.

The spring season games generally begin the first week of March. CSA organizes the competitive teams statewide. Since different school systems have spring break at different times, games may be scheduled over our spring break. Rescheduling a game due to a lack of players cannot be accomplished. A team that does not field sufficient players forfeits that game, damaging the team record for the season. Please consider your team commitment when making vacation plans for this time. Perhaps, it would be possible to leave for vacation Saturday after the scheduled game and return before game time the following Saturday. Soccer is a team sport and missing players has a tremendous impact on the outcome of games.

### **Section 13 – Player Evaluation and Movement**

Players are evaluated on the following:

1. *Technical Abilities* – Receiving and First Touch, Dribbling (Control and Speed), Finishing, Passing
2. *Tactical Abilities* – Decision making, Communication, Defending
3. *Physical* – Strength, Overall Speed, Aggressiveness
4. *Mental* – Desire, Competitive Spirit, Work Rate



A Roster size at U13 and older will generally be 16 players. However, because teams are formed based on the skill level of the players to encourage a better training environment and a more competitive team within their division, this number may vary in order to keep like-minded and similar abilities together, or to keep more players in the program.

After the try-out process, there is potential for movement between teams. Players are continually evaluated throughout the season by team coaches and the Club's Directors of Coaching and movement can occur throughout the season.

A player might be moved up or down based on the following reasons:

- An injury or illness that removes a player from training for a prolonged period of time.
- Not being challenged enough or being challenged too much to succeed.
- Unable to meet their commitment made to the team
- To balance the roster size throughout an age group
- To make a team more competitive within their respective division
- A player on one team surpasses another developmentally

Are rosters final after tryouts? - Official full-team Tryouts only happen once a year, so nobody will be moved out of the program as we commit to a player for a full year. However, if a situation arises where a player moves into town, or was not able to attend the original tryouts, then they may be allowed to try out as an individual to see if they are a good addition to the team. In the event such a situation occurs, they may be added to the roster, and may cause player movement within an age group. Evaluations should be considered a year-round activity and constantly taking place.

## **Section 14 - Tournament Selection**

St Vrain FC teams generally compete in two to five tournaments each year, which may be local or non-local:

**Local tournaments:** the coach will decide all local tournaments from a designated tournament list provided by the Director of Coaching

**Non-Local Tournaments:** The Director of Coaching will provide a list of tournament options that he/she feels the team is best suited to participate in. If the team coach wants to participate in tournaments other than on the approved list, the Director of Coaching must approve the tournament.

St Vrain FC teams in the "Green" program are expected to participate in State Cup. They automatically qualify for State Cup by being in Premier 1 or Super League. If they do not qualify automatically, they are expected to participate in the Play-in games. State Cup is an open tournament that determines Colorado's representatives to Regional and National tournaments. Games are often played on Sundays. Should State Cup not be an option for a team due to the competitive level, Presidents Cup is strongly recommended.

Policies regarding tournament travel, including travel arrangements and costs, are included in Section 7, *Travel Policies*, and Section 8.4, *Tournament Costs*.



## **Section 15 - Uniforms**

### **15.1 – Uniform Kits and Equipment**

Every competitive player must purchase and wear the required standard uniform kit selected by the Club. The uniform includes two jerseys, two pairs of shorts, two pair of socks, warm-ups and team bag, as approved by the Club and Nike. These are purchased by the players through Gazelle Sports.

Players' equipment, consisting of the standard uniform Kit, acceptable practice shirt, shorts, socks, shin guards, soccer shoes, and a properly inflated soccer ball, must be in acceptable condition and worn and/or brought to all games and practices.

Players should have optional clothing for differing weather conditions consisting of the following:

- Long-sleeved shirts (to be worn under the required short-sleeved uniform shirt) for cold days.
- Warm-up pants can also be worn on cold days.
- Ear warmers and players' gloves can be worn on the field.
- Rain-gear can be worn on the sidelines, but not on the playing field.

Players must ensure that their shirts are tucked inside their shorts during games.

### **15.2 - Uniform Alternations**

The club has a specific uniform kit for both home and away matches. The Club will communicate the approved Home and Away kit on the club website and through the coaches.

Any changes to the uniform kit must be approved by the Club staff to ensure Club unity.

Should an alteration be desired for any reason, awareness, cause or promotion, it must be approved by the team through a unanimous vote. The vote will be conducted via electronic means by a Club staff member to ensure impartiality and anonymity. This is to, once again, ensure Club unity as the Club is not a political organization and does not have a "stance" or "affiliation" with any priority outside of soccer. It is our responsibility to protect membership from outside forces that might leave them feeling outcast or otherwise discriminated against.

### **15.3 - Uniform Numbering**

#### **At U11 and U12:**

Green/White pool may select numbers between 1-25.

Black/Grey pool may select numbers between 26-50.

Yellow/Silver player pool may select numbers between 51-75.

#### **At U13 and Above:**

Green team may select numbers between 1-20.

White team may select numbers between 21-40.

Black team may select numbers between 41-60.



Any returning player to the Club can keep their number if they wish to do so. This will allow numbers to match bags, warm-ups and whatever else people have purchased over their tenure with the Club. A player who has been away from the club for a full season (fall&spring) will not be considered a returning player for the purposes of this discussion.

Any new player to a team will need to choose an available number, within the correct range of numbers for the specified team.

Never having a duplicate within an age group isn't possible – kids move between age groups, etc. Weird things are going to happen. However, should a player move to a new age group they are allowed to keep their number if it had just been purchased until the new team is required to purchase new kits. At that time, they will need to select a new number within the correct range.

## **Section 16 – Team Staff**

Teams require volunteer parents to serve as team staff.

- **Team Manager:**

The Team Manager is responsible for the organization and coordination of the team through the seasons.

This person handles the administrative duties of the team, working and communicating with the coach, team families and the Club. This enables the coach to concentrate on coaching the team and not have to worry about the “running” of the team.

- **Team Treasurer:**

The team treasurer is responsible for the finances of the team. This person works as the primary contact person for the team families and for the Club regarding team finances, and has responsibility for the accounting for team finances.

- **Tournament Coordinator:**

The tournament coordinator is responsible for completing the necessary registration forms for the team to participate in tournaments, and also coordinates travel arrangements if necessary.

- **Uniform Coordinator (optional):**

The uniform coordinator is responsible for ordering and distributing team uniforms, bags and warm-ups.

This person is the contact person for the team, coordinating all of the team orders and working with the Club Administrator to supply the team.

- **Fundraising Coordinator (optional):**

This individual coordinates the fundraising efforts of the team.

These team staff will work closely together in accomplishing their responsibilities.

## **Section 17: Team Finances:**

### **17.1 – Responsibility for Team Finances**

Each team is responsible for managing its own finances with respect to tournament costs, and with respect to other expenses the team decides should be team expense (such as purchasing a team bench, attending a team camp), such activities or items constituting “team events” and such costs constituting “team expenses”. The Team Manager, Team Treasurer and Tournament Coordinator are responsible for coordinating with the players’ and their parents or guardians regarding how funds for team expenses are to be collected, held and used, and for making arrangements for payment of team expenses when due. Depending on the circumstances or the nature of arrangements to be made, the Team Manager, Team Treasurer and Tournament Coordinator may decide to split responsibilities along lines that best fit the situation.

### **17.2 – Team Collections and Payments**

Collection of funds from players for their financial obligations to the team and payment of team expenses may be handled on a personal basis (such as the Tournament Coordinator making personal payment for a team registration and collecting personally from each player), on a team basis (such as making payment from a funded team account or making deposits to a team account for later payment), or a combination thereof, as determined by the team and/or necessitated by circumstances including, but not limited to, payment due dates and fund availability. The Team Manager, Team Treasurer and Tournament Coordinator are responsible for coordinating with players and their parents or guardians regarding these arrangements.

### **17.3 – Team Accounts**

To facilitate smooth operation of team finances and continuity from season to season, the Club is willing to establish a team bank account (or has already established a team bank account) for the benefit of each competitive team. The accounts will be opened under the Club’s tax identification number and overall corporate umbrella for the benefit of the teams. No accounts will be opened by the Club on behalf of recreational teams.

As noted in Section 17.1, teams are responsible for the organization of their own finances. Teams are not required to maintain or use a team account, it is simply an option available though one that is frequently used. However, a team account is required if a player is going to participate in the King Soopers reloadable gift card fundraising program.

The Club will act as account administrator for the purposes of opening and closing the team accounts, and for adding and deleting as account signors the persons on team staff. Club personnel will not be signors on the team accounts nor manage team finances.

Persons added as signors to a team account will only be persons who assume a staff position with the team. These positions include Team Treasurer, Team Manager, Tournament Coordinator, Fundraising Manager and Uniform Coordinator. Depending on the staff positions filled, the Club has the right in its sole discretion to limit the number of signors on a team account. Typically, signors would be the Team Treasurer and Team Manager. If a person is a signor on a team account and no longer desires to be a

signor even if they want to maintain a staff position, or no longer desires to have a staff position with the team, the Team Treasurer or Team Manager must contact Club staff so that the person can be removed from the account.

Team accounts will have deposits allocated in one of two ways: funds specifically allocated to individual players, and funds allocated to the team as a whole. Funds specifically allocated to individual players are those funds deposited by or on behalf of specific players, such as the player's share of tournament expenses or King Soopers reloadable gift card deposits. Funds allocated to the team as a whole are those funds deposited as a result of general team activities and are not based on personal contributions, such as revenue-sharing contributions from overall Club fundraising activities or revenue earned from team fundraising activities.

Team accounts will have expenditures allocated in the same manner as deposits – those allocated to individual players and those allocated to the team. Expenditures allocated to individual players are those that relate to the players' individual obligations to the team, such as the players' share of tournament expenses. Expenditures allocated to the team as a whole are those that relate to overall team expenses, such as payments for team training or equipment. At the discretion of each team, as described in Section 17.1, the team can opt to apply team allocated funds to reduce individual player expenditures provided the expenditures are for team events and the team allocated funds are applied equally to each players' obligation – for instance, to reduce tournament registration costs. In certain instances, not all players will participate in a team event, such as not attending a tournament. In these instances of non-participation, the use of team allocated funds to reduce individual player obligations is still acceptable provided the team allocated funds are applied equally to each participating players' obligations – for instance, to reduce tournament travel cost for coaches.

Regardless of whether funds in a team account are allocated to individual players or to the team as a whole, the use of those funds should be limited to soccer events such as tournaments, training and equipment needs that benefit the team as a whole. Funds in a team account should not be used for non-soccer events such as end-of-season parties, team get-togethers and entertainment, and gifts for coaches. Additionally, the soccer-events must be official team events and not side activities in which members of the team choose to participate – for instance, team tournaments and team training are acceptable uses of funds even if certain players are not participating in the team event; however, if several team members organize on their own to attend a soccer camp together or play together in an off-season indoor league, these would not be considered official team events.

To the extent that a player's individually allocated cumulative deposits to a team account exceed the player's cumulative payment obligations with respect to team events, such excess is a vested balance. To the extent a player's individually allocated cumulative deposits are less than the player's cumulative payment obligations with respect to team events, such deficiency is a balance due from the player.

Team allocated funds will always remain with the team regardless of the roster makeup, and players have no vested interest in those funds. Also, team allocated funds cannot be used to settle a deficiency balance due from a player. Team allocated funds may always be used to make payment for team events; however, unless a team opts to apply team allocated funds to reduce individual player obligations as described in the paragraphs above, the use of team funds for payment is merely a financing mechanism and players will have to reimburse the team for the individual player obligations paid on the player's behalf.

Team allocated funds should not be used to reduce a guest player's financial obligation to a host team for obligations arising from the guest-playing activities that the team determines the guest player should bear. However, as described in the preceding paragraph, team allocated funds can be used as a financing

mechanism with respect to expenditures on behalf of a guest player and the guest player will be responsible for reimbursing the host team the full amount of the player's obligation, even if regular members of the host team have a reduced obligation due to the application of team funds. However, guest players can fulfill their obligations to the host team through the use of any vested funds they have in their regular team's account provided they have no outstanding obligations to their regular team.

If a player leaves the Club and has a vested balance in the team account, the vested amount will be refunded to the player as soon as administratively practical. If a player changes teams within the Club, the vested amount will be transferred to the team account of the player's new team, or refunded to the player, as soon as administratively practical. If a player leaves the Club and has a deficiency balance due, the player must pay the deficiency balance due to the team before the Club releases the player to play for another club. If a player changes teams within the Club and has a deficiency balance due, the player must pay the deficiency balance due to the old team before the Club allows the player to play with the new team.

If a team ceases to exist and a player has a vested balance in the team account, the vested amount will be refunded to the player as soon as administratively practical. If a team ceases to exist and the player has a deficiency balance due, the player must pay the deficiency balance due to the team before the Club releases the player to another club or moves the player to a new team. If a team ceases to exist and there are team allocated funds in the account, the funds will be divided by the number of players on the most recent roster to come up a per-player amount. For players remaining with the Club, the per-player amount will first be used to offset any outstanding deficiency balances due with the remaining amount, if any, refunded or transferred to the team account of the player's new team as soon as administratively practical. For players not remaining with the Club, the per-player amount will become the property of the Club and will be transferred to the accounts of the Club.

If a team account is in existence and is unused, or there are no persons willing to be a signor on the team account, the Club in its sole discretion has the right to close the account and cause the account funds to be distributed in the same manner as if the team ceased to exist.

Fiduciary responsibilities for team accounts are described in Section 17.4, *Fiduciary Duties to Team*.

#### **17.4 – Fiduciary Duties to Team**

All persons handling team funds in any form, whether in the capacity of a team staff position or on another volunteer basis, have a responsibility to handle those funds with due care. Team funds should only be used in accordance with the policies set forth within this Handbook and should never be used for personal purposes. Team funds include all funds in team bank accounts regardless of how they are allocated, and funds held by someone in a custodial capacity that are intended for deposit to a team account or intended for other team use where the funds in custody are not the custodian's own personal funds. Funds provided to someone as reimbursement to that person for personal expenditures that person has already made on behalf of the team are not considered team funds.

Embezzlement, misappropriation, other theft and intentional misuse of team funds – whether outside or within a team bank account - is strictly prohibited.

It is the responsibility of the Team Treasurer to manage and account for team finances. This includes maintaining records sufficient to determine and track players' financial obligations with respect to the team, track receipts and payments with respect to team events, determine and track players' vested

balances or deficiency balances with respect to a team account, and determine and track team allocated funds within a team account. The Team Treasurer is also responsible for overall reconciliation and/or monitoring of team account balances and activity. Depending on the particular circumstances, the Team Treasurer may be assisted by another staff member (such as Tournament Coordinator tracking receipts and payments for a tournament); however, the Team Treasurer remains responsible for the overall management and accounting of team finances. The Team Treasurer is also the primary contact for players, their parents and guardians with respect to team finances.

The Club has no responsibility for managing and accounting for team finances. If a player, their parents or guardians have a question or concern regarding how a team's finances are being managed, the matter should be discussed with the coach, Team Treasurer, Team Manager or other team staff as deemed appropriate to the circumstances and resolved at the team level. However, if a player, their parents or guardians have reasonable belief that team funds have been embezzled, misappropriated or otherwise criminally misused, the Executive Director of the Club should be notified. Once notified, the Club will determine a course of action which may include investigation and/or referral to law enforcement. Notification of the Club does not preclude a player, their parents or guardians from directly contacting law enforcement if they believe direct contact is warranted in the circumstances.

In the event of apparent malfeasance regarding team funds, the Club has the right to pursue any criminal or civil actions available to it, and to seek restitution for any losses incurred by the Club or its teams.