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## Academy & Travel Handbook

### **Office Location**

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## **Mission & Affiliations**

The mission of Culpeper Soccer Club's Academy and Travel Program is to provide a modern, integrated, and cohesive travel program that produces and retains team players who demonstrate the ability and mentality to succeed in soccer and in life. Culpeper Soccer Club (CSC) adheres to the rules, mandates, and policies of the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), United States Club Soccer (USCS), the Virginia Youth Soccer Association (VYSA), all affiliated leagues, and the bylaws of the Culpeper Soccer Club.

## **Security Standards**

VYSA and Culpeper Soccer Club mandates that a criminal background check be performed on all Technical Staff, coaches, assistant coaches, team managers, and any other adults that have direct contact with players. A background check will be electronically submitted by all individuals in any of these positions to VYSA upon acceptance of the position. All coaches must also complete the online Abuse Prevention Training mandated by VYSA.

## **CSC Competitive Programs Staff & Oversight**

The CSC Technical Staff will oversee the Academy and Travel program and its members to ensure that the mission is maintained at all times and is in compliance with governing bodies. The Culpeper Soccer Club Board of Directors will provide supervisory oversight as needed in accordance with CSC policies and bylaws.

The Culpeper Soccer Club Technical Staff are responsible for all program operations and for determining the strategic direction of the Travel program. The Technical Staff evaluates coaches seasonally, evaluates teams and makes team projections, oversees coach and player development, and coordinates and oversees all tryouts.

The Vice President of Travel acts in a supervisory role relating to the Academy and Travel program, ensuring adherence to governing bodies and club policies, attending league meetings if a league representative cannot attend, assisting the investigation of any complaints involving travel teams, players, coaches, managers, parents, guardians, spectators, or officials, and communicating any pertinent information directly to coaches, managers, teams, and parents in coordination with the Technical Staff.

The Culpeper Soccer Club League Representative represents Culpeper Soccer Club at league meetings when needed, communicates all meeting notes to Technical Staff, assists teams with VYSA registration, rosters, and any other league information.

CSC Academy and Travel coaches are expected to attend all games and practices, participate in all coaching education sessions conducted by Technical Staff, know and follow the laws of the game and the regulations of the respective facility, teach players to compete according to the laws, and set a proper example of behavior following the Code of Conduct. Additional requirements for Coaches are detailed in seasonal contracts. Coaches are expected to respect officials and the opposing team, while demonstrating high standards of sportsmanship during the game, and at the conclusion of a game.

CSC Travel Coaches are required to obtain their USSF D or equivalent license from a nationally recognized coaching education organization within a time frame agreed upon between the coach and Technical Staff.

Team Managers assist with team tryouts, compile player contact information, prepare player passes, register teams through the league(s), complete all tournament and league paperwork and/or applications, and communicate to parents any league or scheduling information.

## **Evaluation Process**

The Technical Staff will evaluate coaches and teams at the end of each season and throughout the season, as necessary, A coach/team evaluation will be presented to the coaches along with recommendations for improvement for coaches and players. The Technical Staff and Culpeper Soccer Club Board reserves the right, after thorough investigation, to dismiss any coach, assistant coach or team manager if it is determined to be in the best interest of the affected team or the travel program.

## **Team Responsibilities**

### *Team*

A team includes coaches, team officials, players, and their parents. Teams will follow the rules and regulations of the governing affiliations. Teams may only list Coaches approved by the Technical Staff on their league rosters. The team must list the coach, assistant coach, manager, and all adults who work with players on its league roster.

Any team sponsored by the Culpeper Soccer Club is under the authority and control of the travel program, not an individual, coach, or parents. CSC staff delegates the authority to manage teams to parents, coaches, and managers.

Teams are required to attend all functions scheduled by the Technical Staff.

Multiple teams in the same division will be named via color. In order of seniority, colors will be designated 1) Red 2) Silver.

The Culpeper Soccer Club Travel program will consider adding existing, out of county, travel teams for league play through an application process. The team must have demonstrated in the past, the ability to be competitive at a higher level of play. The coach must meet the requirements as presented in these Policies. Final approval will be based on what is in the best interest of the travel program.

### *Player*

It is the responsibility of the player to:

- Know the laws of the game and abide by them,
- Respect officials, refrain from addressing officials or commenting on their decisions,
- Respect the coaches and players of the opposing team and demonstrate an appropriate gesture of sportsmanship during the game and at the conclusion of a game,
- Avoid abusive language, profanity, humiliating remarks, gestures of poor sportsmanship, or physical assaults on other players,

- Follow the rules and regulations of the facility where they play and respect the property of others, and
- Arrive to practice and games at the designated times set by the coach or trainer.

### *Parent/Guardian*

It is the responsibility of the parent/guardian to:

- Provide information regarding the player's medical needs or allergies in writing to the coach or manager,
- Ensure the player arrives on time and in proper uniform for all practices and games (failure to meet this requirement may result in limited participation, at the discretion of the coach),
- Behave, as a spectator, in a courteous and sportsmanlike manner and set a positive example for the players,
- Respect the laws of the game, the officials, and the rules and regulations of the facility, and,
- Show good sportsmanship during the game and at the end of the game regardless of the outcome and ensure that their children and guests follow this code.

## **Disciplinary Rules and Procedures**

All travel teams, coaches, referees, players, team officials, parents and guardians, spectators, and officials are expected to conduct themselves at all times in accordance with the highest governing affiliations. The Technical Staff and Board of Directors may take disciplinary action against anyone related to the travel program who fails to abide by the Laws of the Game, Travel Soccer Policies and Procedures, Culpeper Soccer Club Bylaws, league rules, tournament rules or any other applicable rules of competition, without regard to whether any other sanctions have been or may be imposed by any other league or association. Possible sanctions, determined in closed session and enforced immediately, include, but are not limited to, oral warning/reprimand, written warning/reprimand, and suspension from participation, ban from participation (expulsion), and monetary fines. Factors defining sanctions include age and skill of the player involved, nature of the alleged incident, conduct of adult involved, potential harm to the Culpeper Soccer Club Travel Program as a result of the incident, any prior incidents involving the same parties, and cooperation of the parties involved and their efforts to ensure that similar incidents do not occur in the future. All Travel Teams and their officials, players, and parents/guardians are required to assist the Technical Staff and Board of Directors in the investigation of any disciplinary matter and to promptly comply with any sanction imposed.

The chain of Communication and Authority shall be:

- 1) Team Coach, Assistant Coach, or Team Manager
- 2) Technical Staff
- 3) Board of Directors

No player, spectator, parent or guardian, or team official may employ the aid of any lawyer or court of law of any state or of the United States without first exhausting all available remedies within the CSC chain of communication and its chain of authority, otherwise he/she may be

subject to sanctions and fines, may be liable to Culpeper Soccer Club, and may be responsible for reimbursement of all expenses incurred by Culpeper Soccer Club, and their officials, employees, representatives and agents as a result of the offending party's actions, including without limitation all attorney fees, court costs, travel expenses, and reasonable compensation for time spent by them in the action, including responses to discovery and court appearances.

## **Tryouts**

The Culpeper Soccer Club Travel program will hold open tryouts annually during the spring season, with two tryout sessions per age group. A minimum of two evaluators from the travel program will be used to assess the players' overall skill level. Players will not be allowed to try out for, or play up, more than two age levels. All individuals must try out with their age appropriate group for the first session. If desired, a player may try out for a higher age group for the second session, if approved by the Technical Staff. Individual soccer skills (quality of first touch, physical speed, technical speed, tactical awareness, fitness, individual and group attacking and defending) will be assessed. Players are not guaranteed a spot on a travel team solely by attending multiple tryout sessions. The Technical Staff will be responsible for making the final selection of players and coaches for the teams. Results will be communicated to all tryout participants. Tryouts to fill open spots or add players in the spring must be held prior to the League Fee due date, and must be evaluated by the Technical Director. More information regarding tryouts can be found at [www.CulpeperSC.org](http://www.CulpeperSC.org).

## **Uniforms/Equipment**

All CSC Academy and Travel teams will wear uniforms and accessories that are approved by the Technical Staff. All new teams and teams transferring into the Travel program are required to wear the approved uniform and optional accessories beginning in the first season they enter our program. The Culpeper Soccer Club name and logo are trademarked and cannot be used without the approval of the Technical Staff and Board of Directors. All teams will use the standard approved Travel Soccer Kit, consisting of 2 jerseys, home and away, 1 pair of shorts and 2 pairs of socks. Parents are responsible for ordering new uniform kits or replacement pieces every two years or as necessary. Warm-up apparel and team bags are optional, but must follow the approved color scheme of black, red, white or any combination of the three colors. Undergarments (cold weather gear) must match the jersey color (red under red and black under black). Advertising or club sponsors may be placed on uniform items at the discretion of Technical Staff and the Board of Directors.

## **Travel Program Fees**

Travel program fees include, but are not limited to, league fees, tournaments, field maintenance, paid appointed positions, and insurance fees, and are due according to the schedule outlined in the Culpeper Soccer Club player commitment agreement unless an alternate payment plan has been submitted and approved by the Technical Staff and Administrative Staff. Any payments not received within one week of the due date can be subject to late fees, up to a \$10 late fee per month, and can be subject to collection efforts after 30 days resulting from member failure to complete payments. If payments are not received within 30 days of due date, managers and coaches of the player's team could be asked to turn in the player's pass card to the Technical Staff and the player will not be able to practice or play games until their account is in good

standing. All packages for full time players include tournament fees, fall/spring season, and winter programming. Players who join a team prior to the winter program or spring season will pay fees based on a modified, prorated payment package. Travel fees are to be paid directly to Culpeper Soccer Club by parents or guardians and can be completed online at [www.CulpeperSC.org](http://www.CulpeperSC.org) or mailed to:

Culpeper Soccer Club  
P.O. Box 1105  
Culpeper, VA 22701

Once a player has accepted his/her team roster invitation and made the commitment to an Academy or Travel team and initial payment has been submitted, no full or partial refunds will be offered, with the following two exceptions:

- 1) A travel player moves out of the defined area. The defined area is considered 50 miles or further from the Town of Culpeper.
- 2) A player receives an injury that will prevent play for more than 10 weeks. A physician must document injuries, and Technical Staff must review documentation. In these cases, a partial refund may be given upon written or email request.

Refunds will be prorated at the time of the written request, and will be based on weeks remaining in seasonal play. The potential refund would be effective on the date that the written request is received. NO refunds will be issued for reasons of injury without a written or emailed request, accompanied by physician documentation. Proof of relocation is required to process a relocation player refund. All refund requests should be sent to the CSC Office Manager.

Annual fee structures for Academy and Travel programs can be found at [www.CulpeperSC.org](http://www.CulpeperSC.org).

## **Rescheduling Games**

When a game is postponed due to field closure or weather conditions, staff, coaches or managers will work to notify the visiting team in a timely manner to allow for traveling considerations, at least two hours before game time for games scheduled before 10:00 a.m. and three hours before all other games. Teams will follow all respective league guidelines when rescheduling the game and will coordinate with CSC staff and field assignment personnel to ensure field availability.

## **Scrimmages and Tournaments**

Many teams arrange practice scrimmages and games with teams from other clubs during the season and off-season. The Technical Staff must approve all scrimmages and tournaments. A list of approved seasonal tournaments is available on [www.CulpeperSC.org](http://www.CulpeperSC.org) and is updated annually. All change requests for scheduled tournaments or showcase tournaments must be approved by Technical Staff.

## **Financial Assistance**

Culpeper Soccer Club allocates a portion of its program fees each year for financial assistance. Players may request a partial scholarship or may set up a payment plan if a player is not able to

make payment following the annual payment package schedule. A scholarship request and/or payment plan form must be submitted in order to be eligible for assistance/consideration.

These forms can be found at [www.CulpeperSC.org](http://www.CulpeperSC.org). Proof of need may be required depending on number of applicants. Requests can be mailed, emailed, or hand delivered. The deadline for scholarship and payment plan applications is one week after an offer for a team has been made, and this date will be listed in your offer letter. The Technical Staff and Board of Directors will consider all requests and provide a decision for each request.

Recipients of scholarship funds are required to provide volunteer hours to the Culpeper Soccer Club. Volunteer hours required for partial scholarships will be pro-rated according to the amount of scholarship granted. If volunteer hours are not completed, scholarship recipients may forfeit any future financial assistance. Accounts will also not be considered in good standing until all volunteer hours are completed.

## **Fundraising**

Teams may do their own team fundraising as long as they follow all county, state, and federal policies and laws. Culpeper Soccer Club Fundraising policy can be found on the website under documents and forms.

## **Additional Tournament Approval and Payment Procedure**

CSC Academy and Travel teams can submit additional tournament requests to Technical Staff if they have fundraised for additional tournaments. Additional tournaments and fees for those tournaments are not covered under the seasonal, approved tournament schedule found on [www.CulpeperSC.org](http://www.CulpeperSC.org). Teams can submit fundraising dollars and registration confirmation to CSC, at which point CSC will complete payment on behalf of the team before the tournament payment deadline. All additional tournament approval is contingent on teams submitting funds to cover the tournament fees, approval by Technical Staff of competitive level, and sufficient notice provided to Technical Staff in order to evaluate the request and process the request.

## **Inclement Weather Policy & Field Closures**

Culpeper Soccer Club may cancel games and practices if the field conditions, weather conditions, or other circumstances create an unsafe environment or could cause significant damage to playing surfaces. The Culpeper County Parks and Recreation Department also may decide that the fields at various Culpeper Soccer Club locations are unsafe and make the decision to close the fields. No player refunds will be processed for weather cancellations, field closures, or other circumstances that create an unsafe environment for players to participate in soccer activities.

In the event of lightning, Culpeper Soccer Club will follow the Parks and Recreation Department's policy:

"All spectators and players must vacate the fields immediately when lightning is spotted. Spectators and players may return to the fields 30 minutes after the last sighting of lightning. Spectators and players should go immediately to their cars. No one should remain on the field or in the parking lot during a lightning storm."

In the event that games or practices are cancelled, CSC will notify parents and players. For individual team practices, parents should contact their coaches if they are concerned about a cancellation. Please remember that rain does not necessarily mean that games and practices are cancelled. Games and practices may continue as scheduled if the threat of lightning and/or thunder has passed.

## **Policy Updates**

Culpeper Soccer Club reserves the right to update club policies at the discretion of the Technical Staff and Board of Directors, in accordance with all governing bodies and affiliations.