



Chesapeake United Soccer Club Policies & Procedures

(Revised December 2017)

The following policies and procedures are set forth by the Executive Board of Chesapeake United Soccer Club for all staff, board members, team coaches, volunteers, players, and parents within:

PLAYERS: The following policies and procedures apply to both Advanced and Travel Programs.

- Players shall conduct themselves in accordance with all policies and procedures outlined within this document.
- Players must sign the CUSC Code of Conduct.
- When accepting a position on a team, the player is committing to participate for the seasons in which the team is declared.
 - This includes a yearly commitment.
 - Committing to the team (mentally, physically, and financially) is also committing to the tournaments that the team participates in as chosen by the coach.
- Players joining a team after tryouts are committed until the next tryout session for that age group.
- Players may not change teams within the CUSC organization during the soccer year (fall/spring seasons) unless approved by the TD/DOC and both coaches.
- Players are expected to attend all training sessions.
 - Players should arrive on time.
 - If for any reason a player cannot attend, the coach must be notified at the earliest possible time before the start of training.
 - Failure to attend may result in reduced match play.
 - Players are expected to assist the Coach in gathering training equipment when practice ends.



- Players must recognize that improvement requires individual practice time in addition to team training.
- Players are expected to attend every match.
 - Coaches shall be notified at the earliest possible time prior to the match if player is unable to attend.
 - Players will arrive at matches ready for warm-up with socks, shoes, uniform, etc. in place and at the time established by the coach, typically 45 minutes to one hour prior to the start of the match.
- Players must wear the required soccer equipment to all practices and games.
 - Shin guards and appropriate shoes/cleats are required.
 - Players will wear the required club uniforms, which will be designated each season for home and away games as well as club training events for Travel players only. Players should not wear gear from other clubs, schools, or teams when representing CUSC.
 - Coaches will not allow participation of any player without appropriate equipment.
- Players will treat teammates and coaches, as well as team, club, and league officials with respect.
- Players will respect match officials at all times, both on and off the field.

PARENTS: The following policies and procedures apply to both Advanced and Travel Programs.

- Commitment
 - Parents are committing to the team and club along with their child.
 - CUSC is a non-profit organization that relies on the support of volunteers.
 - Every parent is expected to support CUSC with volunteer time.
 - Parents will be given the opportunity to volunteer when registering for tryouts and through the Team Manager throughout the year.
 - Committing to the team (mentally, physically, and financially) is also committing to the tournaments that the team participates in as chosen by the coach.
- Financial obligations
 - Parents shall ensure team financial payments are prompt.
 - Failing to remit payments when they are due may exclude a player from participation.
 - Parents shall sign the CUSC Financial Obligation Form for Travel players.



- Number of volunteer hours required is dependent on amount/percentage of volunteer assistance.
- Matches and Practices
 - Shall carefully plan travel time and make every other effort to have players at practice and matches at the required times.
 - Shall be prompt in arriving at practice end times
- Behavior
 - Parents will sign the CUSC Code of Conduct.
 - Shall refrain from “coaching” their child or any other child from the sideline
 - Shall demonstrate respect for all coaches and teams and all other parents and/or guests on and off the pitch at all times.
 - Parents are expected to support penalties imposed due to player’s infraction of team, club, or league rules.
 - Shall be respectful of match officials and avoid interfering with the match or interaction with the referee, opposing team, and opposing fans.
 - If carded by match officials, required to leave by match officials, or cause a match to be terminated will be subject to EB recommended actions or league sanctions:
 - May include suspension from future match play
 - May include dismissal of parent and player from club participation
 - Penalties may be temporary or permanent.
 - Parents are expected to communicate concerns or questions about the club to the Team Representative, and about the team, to the Team Manager.
 - Make every effort to resolve problems through the Team Manager first, and will communicate directly with the Coach when necessary or whenever requested by the Coach.
 - The Team Representative will report concerns about the club to the Program Commissioner and/or the EB.
 - Be mindful that smoking is prohibited at all soccer related events, including practices and games.
 - Misconduct is subject to additional consequences as determined by the EB.



TEAMS: The following policies and procedures apply to both Advanced and Travel teams.

- Teams formed during tryouts are for two soccer seasons (one soccer year - fall and spring).
 - Travel teams for high school age players do not participate in league play during the spring season.
 - If another Travel team is formed in an age bracket after tryouts, the section on TRYOUTS of this document applies unless otherwise directed by the EB.
- Teams shall wear CUSC approved uniforms consisting of shirts, shorts, and socks as specifically authorized by the EB.
- All property purchased by a team for team training or match play shall remain with that team.
 - Should a team dissolve, and the equipment cannot be equally disbursed, then this property will become the property of the Club.
- The EB has the right to review any team's financial records without providing advanced notice or reason.
- Participation is expected in club wide activities and responsibilities including:
 - General field maintenance like lining and mowing fields, removing trash, etc.
 - Club sponsored tournaments and fundraisers.
 - Filling volunteer positions or club sponsored tournaments and events.
- CUSC teams may conduct fundraising to offset team expenses.
 - Because of the CUSC non-profit tax status, no financial distributions may be given except for the purchase of equipment or services needed by the team.
 - An accurate accounting of fundraising income, as well as expenses shall be kept. Team accountability is foremost.
 - Specific team fundraising guidelines by the club are listed under the section on FUNDRAISING.

COACHES: The following policies and procedures apply to both Advanced and Travel teams.

- Unless otherwise specified, the term "Coach", in this section, applies to all coaches, including Head Coaches, Assistant Coaches, Technical Directors and the Directors of Coaching.
- Selection of coaches



- All coaches will be appointed by the TD/DOC.
- In the absence of a TD/DOC, coaching recommendations will be made by the EB.
- Contract with CUSC
 - Coaches are under contract with CUSC by a signed agreement for the Travel Program.
 - Head Coaches for the Advanced Program receives a 50% discount of the season fee as the Volunteer Discount for their child.
 - If the Advanced Coach does not have a child registered with CUSC, the Coach can give the volunteer discount to another player on the team.
 - The EB reserves the right to review, evaluate, discipline, and dismiss any coach for violation of CUSC by-laws and policies and procedures, or where such action is deemed to be in the best interest of the players, team, or the club.
 - Coaches must complete the VYSA Risk Management application to be added to a team roster for their team position.
 - Coaches must sign the CUSC Code of Conduct.
- Obligation to players
 - Player development shall be every coach's first priority.
 - All players on the team belong to CUSC and the coach only retains the privilege of working with the players.
 - The coach will always encourage players to play in the program that offers the player the atmosphere to achieve their highest potential.
- Responsibility for players and spectators
 - Matches can be forfeited due to the actions of players and spectators.
 - Coaches are responsible for the conduct of his/her players on the soccer field/complex during practices and matches.
 - Coaches shall remind players and spectators of appropriate behavior as outlined in the CUSC Codes of Conduct.
- Responsibility for equipment
 - Shall exercise reasonable care and control of equipment purchased by the team or the club
 - Shall ensure that goals are secured before start of training sessions
- Conflict resolution
 - Coaches will try to resolve any conflicts or issues in a timely manner with players and/or parents directly or through the Team Manager.



- Practices
 - Coaches will cooperate with CUSC guidelines for goal placement, field maintenance, and practice schedules.
 - Coaches shall be prompt in starting and concluding practices.
 - Coaches shall ensure players are not left unsupervised at the field. Coaches may obtain this supervision via parents upon mutual agreement.
 - Coaches shall make every effort to ensure that practice areas are safe for the players.
 - Coaches will not allow participation of any player without appropriate equipment, shin guards, and proper shoes.
- TRAVEL PROGRAM ONLY:
 - Coaches will provide players with an oral or written evaluation each season.
 - Experienced Travel Coaches shall serve as mentors to less experienced coaches.

TEAM MANAGER: For purposes of this section, the following policies and procedures apply to each specific Travel and Advanced Program as indicated.

TRAVEL TEAM MANAGERS only:

- Any parent or guardian of any team member can serve as the Team Manager.
- The Coach, family member, or significant other may not serve as the Team Manager.
- Responsibilities of the Team Manager:
 - Designate, with approval of the Coach, another team parent to fulfill certain duties. Examples of team positions that may be delegated to include, but are not limited to, Treasurer, Team Representative, Field Representative, Volunteer Coordinator, or Fundraiser Coordinator.
 - Assemble and bring a medical kit to games.
 - Assist Coach in designating a Team Representative to attend CUSC General Board meetings.
 - Help Team Representative solicit volunteers to fulfill team duties to the club including:
 - Field Representative - Will ensure that team field responsibilities are covered including mowing, lining, and trash removal. This representative does not have to do all the work for the team but ensures this is taken care of by the team when required.



- Team Volunteer Coordinator - Will provide contact information to tournament committee and will ensure that team parents volunteer for necessary tournament and other club event volunteer positions.
- Perform all administrative duties as outlined in the TRAVEL TEAM MANAGER MANUAL received when volunteering for this position.
- Ensure that all team officials complete the VYSA Risk Management application in order to be placed on the team roster.
- Create the team in VYSA Travel database and maintain it throughout the soccer year.
- The Team Manager will keep the official signed copy of the team roster, player cards, and Medical Release Forms and have them available at all games, including regular season, tournaments, and State Cup. Team Manager will give copies of the Medical Release Forms for all players to the coach to have available at team practices.
- Collect all required signed club forms including, but not limited to, the Medical Release, Financial Obligation, Concussion Policy, and Code of Conduct for players and parents and will submit the signed copies of the Financial Obligation Form and Concussion Policy Form to the Club Administrator for club files for each current soccer year.
- Shall establish a team budget each season.
 - Providing team members a written breakdown of the anticipated costs and the per player assessments
 - The budget shall include:
 - Coach's expenses for hotel and mileage as detailed in the CUSC Coach's Reimbursement Policy provided in the TRAVEL TEAM MANAGER MANUAL.
 - Administrative costs (copies, postage, supplies, etc.)
 - Match balls (2 per season)
 - Tournament fees
 - Club fees are collected directly by the club so are NOT included in the team budget.
- Contact Team Managers of opposing teams prior to all league games per league rules to confirm uniforms and field directions.
- Only Guest Player Cards printed from the VYSA Travel database can be given to players for guest playing after approval from the TD/DOC. The player card should be shredded after use since it is only valid for seven days after printing.



- Act as a Liaison between the parents, club officials, and the team coach.
 - Provide first communication contact for parents to the extent requested by the Coach.
 - Refer issues to the Coach when necessary.
 - Consult Program Commissioner when an issue cannot be resolved among the team members and/or the Coach.
 - Notify the appropriate Program Commissioner of any parent carded or ejected by match officials or any spectator who causes a match to be interrupted for any reason.
 - As leader of the team parents, demonstrate appropriate behavior at all times.
 - Communicate to the team any change in practice or match time or location.
- Collect and account for all team costs and assessments.
- Maintain a team checking account or instruct the Team Treasurer to maintain account at the designated club bank.
 - Club Treasurer will sign all team account signature cards.
 - Bank statements shall be accessible to Club Treasurer.
 - All team money shall flow through team account to ensure funds are accounted for and properly maintained.
 - All team expenditures in excess of \$10 per player shall be approved by a majority of team parents.
- Ensure that a completed electronic end of the season “Team Financial Report” is submitted to the Club’s Treasurer at the completion of each season.
 - Should include a written “end of season” record or listing of team receipts and debits along with the current bank balance
 - Due January 10th for fall season
 - Due June 10th for spring season
 - End of year account balances should be minimal.
 - Ensure that all parent and player financial information is confidential.
- Attend meetings as requested by the club or have a representative attend in the Team Manager’s absence.
- Be knowledgeable of club, league, and tournament rules.
 - Will forward these documents to the Coach



- Will keep up to date of rule or policy changes for parents and players and will forward all changes to Coach.
- Maintain accurate records of both tournament and regular season wins and losses.
 - Will report match results as required to the appropriate league and to the CUSC web master as required
 - Will pass record onto the next Team Manager if they are needed for tournament and State Cup applications
- Make all tournament arrangements as requested by the Coach including the following:
 - Complete required tournament applications.
 - Arrange for appropriate team accommodations in the case of an overnight stay or instruct another team parent to do so.
 - Assure Coach's expenses have been given to coach prior to travel unless otherwise requested by the Coach.
- Collect all team costs and assessments or instruct Team Treasurer to do so.
- After fulfilling term as Team Manager, the Team Manager will:
 - Secure all team-purchased equipment
 - Ensure these items and official records of team are given to the next Team Manager.

Tournament Reimbursement Policy for Coaches

- Hotels....Coaches stay at team's hotel. The team manager will reserve and pay for a standard room. Any upgrades to the teams provided room will be at the coach's expense. Parking is included where required.
- Meals....Pay at the rate of \$25/day
- Mileage for out of town tournaments, coaches are to receive total mileage to and from but there will be a cap of \$250.00 on gas. Mileage is paid at the rate of \$0.56/mile.

Mileage for league games....Coaches' mileage is covered if there is a 50 mile radius from the coach's home address. Mileage is paid at the rate of \$0.56/mile. The coaches are NOT to get total mileage. 100 miles will be subtracted from the total miles and the remainder is what teams pay the coaches

Assistant Coaches: Receive 50% of all costs

This applies to coaches and assistant coaches who have a child on the team.

This policy will be adjusted by the Executive Board as necessary.

(Policies and Procedures continued on next page.)



ADVANCED TEAM MANAGERS only:

- Any parent or guardian of any team member can serve as the Team Manager.
- The Coach, family member, or significant other should not serve as the Team Manager.
- Responsibilities of the Team Manager:
 - Designate, with approval of the Coach, another team parent to fulfill certain duties. Examples of team positions that may be delegated to include, but are not limited to, Team Representative, Field Representative, Volunteer Coordinator, or Fundraiser Coordinator.
 - Assemble and bring a medical kit to games.
 - Assist Coach in designating a Team Representative to attend CUSC General Board meetings.
 - Help Team Representative solicit volunteers to fulfill team duties to the club including:
 - Field Representative - Will ensure that team field responsibilities are covered including mowing, lining, and trash removal. This representative does not have to do all the work but ensures this is taken care of by the team when required.
 - Team Volunteer Coordinator - Will provide contact information to tournament committee and will ensure that team parents volunteer for necessary tournament and other event volunteer positions.
 - Perform all administrative duties as outlined in the ADVANCED TEAM MANAGER MANUAL received prior to the season for this position.
 - Ensure that all team officials complete the VYSA KidSafe (Risk Management) application in order to be placed on the team roster. The Team Manager will keep the official signed copy of the team roster, player cards and Medical Release Forms and have them available at all games, including regular season and tournaments. Team Manager will give copies of the Medical Release Forms for all players to the coach to have available at team practices.
 - Collect all signed required club forms including, but not limited to, the Medical Release, Concussion Policy, and Code of Conduct for players and parents and will submit the signed copies of the Concussion Policy form to the Club Administrator for club files.
 - Club fees are collected directly by the club and are therefore NOT included in the team budget.
 - Act as a Liaison between the parents, club officials, and the Coach.



- Provide first communication contact for parents to the extent requested by the Coach.
 - Refer issues to the Coach when necessary.
 - Consult Program Commissioner when an issue cannot be resolved among the team members and/or the Coach.
 - Notify the appropriate Program Commissioner of any parent carded or ejected by match officials or any spectator who causes a match to be interrupted for any reason.
 - As leader of the team parents, will demonstrate appropriate behavior at all times.
 - Communicate to the team any change in practice or match time or location.
- Collect and account for all team costs and assessments, when needed.
 - May maintain a team checking account or instruct a Team Treasurer to maintain account at the designed club bank.

Tournament Reimbursement Policy for Coaches

- Hotels....Coaches stay at team's hotel. The team manager will reserve and pay for a standard room. Any upgrades to the teams provided room will be at the coach's expense. Parking is included where required.
- Meals....Pay at the rate of \$25/day
- Mileage for out of town tournaments, coaches are to receive total mileage to and from but there will be a cap of \$250.00 on gas. Mileage is paid at the rate of \$0.56/mile.

Mileage for league games....Coaches' mileage is covered if there is a 50 mile radius from the coach's home address. Mileage is paid at the rate of \$0.56/mile. The coaches are NOT to get total mileage. 100 miles will be subtracted from the total miles and the remainder is what teams pay the coaches

Assistant Coaches: Receive 50% of all costs

This applies to coaches and assistant coaches who have a child on the team.

This policy will be adjusted by the Executive Board as necessary.



TEAM REPRESENTATIVE: For purposes of this section, the following policies and procedures apply to both Travel and Advanced Programs.

- Team Manager shall solicit a Team Representative to represent the team at club meetings and report back to the team regarding club activities.
- Responsibilities of Team Representative:
 - Communicate with the team parents in a timely manner regarding all ongoing club business as reported at the General Board meetings.
 - Represent the team at the General Board meetings
 - To voice opinions and ask questions on behalf of the team
 - To vote in accordance with the team's majority opinion
 - To make every effort, time permitting, to poll the team to determine a consensus before voting
 - To take notes concerning relevant issues during the meeting
 - When unable to attend, the Team Representative will be sure another team parent attends meeting and reports back to the team.
 - Ensure that the club's volunteer needs are passed on to the team parents
 - With assistance from the Team Manager, solicit parents to obtain volunteers to meet the needs of the club.
 - Shall report any lack of volunteers to the club's point of contact.

PRACTICES: The following policies and procedures apply to both Advanced and Travel teams:

- Scheduling
 - The TD/DOC shall issue schedules for team training and DOC Training before the start of each soccer season.
 - Teams on the schedule issued by the TD/DOC have field priority.
 - Scrimmages held outside scheduled practice times shall be coordinated with the TD/DOC to arrange appropriate field space.
 - Practices should begin and end at scheduled times.
- Frequency
 - Travel teams are required to train at least two sessions per week as a team in addition to mandatory DOC Training.



- Advanced teams are required to train at least one session per week as a team in addition to optional DOC Training.
- Travel players and coaches are required to attend Club offered technical training sessions.
- Travel coaches must avoid scheduling team training that conflict with technical training sessions.
- Use of fields
 - Practices shall not inhibit field maintenance such as mowing, field lining, or field repair.
 - Teams shall not practice on fields that are closed by the club.
 - All CUSC equipment removed from the equipment building or moved for use during practice shall be returned to its original location at the conclusion of practice.
 - All teams shall have a Field Representative who will solicit parents to aid in field lining and mowing, trash removal, and other areas where help may be needed.
- Safety
 - Goals shall be inspected and secured prior to start of practice.
 - Players shall wear the necessary soccer equipment as required by Virginia Youth Soccer Association (VYSA) including shin guards and shoes.
 - Players without appropriate equipment will not be allowed to participate in any exercises where contact is possible.
 - Due to insurance considerations, only Virginia Youth Soccer Association (VYSA) registered players and players trying out shall be permitted to participate.

FINANCES: For purposes of this section, the following policies and procedures apply to Travel, Advanced, and Academy Programs.

- The expected expenses for all CUSC programs will vary.
 - Each program budget is expected to support their respective program.
 - Each program contributes to the Club's general and administrative expenses.
 - Each Program Commissioner shall submit a draft budget for each soccer upcoming soccer year to the EB at the specified finance meeting.
- Any EB approved long-range capital improvement plan must identify the expected source and assignment.



- The submitted budget will be the base of the Club budget developed by the EB for approval by the BOD.
- The EB shall develop a budget for all general and administrative (G&A) expenses.
 - G&A expenses are shared equally by all players and include, but are not limited to, paid staff, field maintenance, specialty training coaches, fixed training equipment, Club Administrator services.
 - A team choosing not to utilize club resources is not relieved from financially supporting that resource.
 - The EB will present the budget to the BOD for approval.
 - Should be provided ten business days prior to the General Board meeting to allow for review
 - After budget approval, any contingency expense requires EB approval.
- Funding Reserves
 - The club and each program are authorized to retain a funding reserve.
 - Shall not exceed ten percent of the annual operating budget
 - Intended to cover under-funded expenses after EB and BOD approval
- Team Costs
 - Collected by Team Manager
 - Team travel and tournaments will be administered and collected at the team level.
 - When a player leaves a team due to injury or unexpected relocation, the Team Manager or the Team Treasurer may refund prepaid, unused team expenses.
- Club fees
 - Club fees will be due based on the payment plan submitted and posted by the club.
 - Club fees will be administered at the club level.
 - Returning players must register for the upcoming new soccer year prior to scheduled tryouts.
 - A registration fee will be assessed at the time of registration.
 - Club fees will be assessed through CUSC's online system when player accepts a position on a team.



- A designated deposit amount is due at time of acceptance.
 - An online payment schedule will allow for completion of club fees payment by October 1st for the high school players and December 1st for the younger players and as indicated on the payment plan.
 - If a check from a team or individual is returned to the Club due to insufficient funds, the Club Treasurer will charge the individual or team a returned check fee of \$25.00.
- Fee Discounts: Applies to club fees only
 - Advanced Coaches
 - For the Head Coach of an advanced team, the club fees shall be adjusted per season based on the Volunteer Discount of 50%.
 - If the Advanced Coach does not have a child registered with CUSC, the Coach can give the volunteer discount to another player on the team.
- Need Based Financial Assistance (five only per program per season)
 - Shall be applied to club fees only and excluding player card fee, league fee, and tournament fee
 - The EB has the right to obtain reasonable information to assess financial need on a case-by-case basis.
 - The Financial Assistance Application must be submitted within a month of team acceptance.
 - By accepting financial assistance, the Travel player and/or family member agrees to “repay” the club through ten hours of volunteer work at a CUSC sponsored event. The Advanced player and/or family member agrees to repay the club through five hours of volunteer work at a CUSC sponsored event each season that the financial assistance is given. If volunteer hours are not completed, payment is expected.

REFUND POLICY – The refund policy applies to each specific program as indicated below.

TRAVEL:

- Each selected player will have two days after being notified by the coach to either accept or deny their selection to the team and will pay the \$200.00 required deposit. This deposit is non-refundable.



- Refunds can be requested for Executive Board review on a case-by-case basis due to player injury or unexpected household moves. A \$20 processing fund will be charged for each refund given.
- Refunds for fees paid to the team will be handled within the team. Amounts expended by the team prior to the request will not be refunded.

ADVANCED:

- Each selected player will have two days after being notified by the coach to either accept or deny their selection to the team and will pay the \$75.00 required deposit. This deposit is non-refundable.
- Refunds can be requested for Executive Board review on a case-by-case basis due to player injury or unexpected household moves. A \$20 processing fund will be charged for each refund given.

ACADEMY:

- Refunds can be requested up to the beginning of the season starting with the first practice.
- After the season begins, NO refunds will be given unless a player is injured or is required to move out of the Hampton Roads Area.
- The amount of refund or credit for the next season will be determined on a case-by-case basis.
- Refunds granted prior to the beginning of the season will be given less the following fees:
 - \$20.00 Administrative Fee
 - \$10.00 VYSA Insurance Fee

ACADEMY FIRST START:

- Refunds can be requested up to the beginning of the season starting with the first practice.
- After the season begins, NO refunds will be given unless a player is injured or is required to move out of the Hampton Roads Area.
- The amount of refund or credit for the next season will be determined on a case-by-case basis.
- Refunds granted prior to the beginning of the season will be given less the following fees:



- \$15.00 Administrative Fee
- \$10.00 VYSA Insurance Fee

FUNDRAISING: The following policies and procedures apply to team fundraising.

- CUSC teams may conduct fundraising to offset team expenses.
 - An accurate accounting of fundraising income as well as expenses shall be kept. Team accountability is foremost.
 - Teams may use the club logo for fundraising efforts with prior EB approval.
 - Prepackaged foods and drinks can be sold as concessions at Centerville Park with permission by the EB on approved dates not to conflict with any club plans.
 - With prior EB approval, CUSC teams may do other types of fundraising at Centerville Park.
 - Training t-shirts with sponsors cannot be made due to club's contractual agreement with club sponsors currently on uniforms unless the club contractual agreement sponsors are also on the training t-shirts.
 - Teams can have concessions at Centerville Park with EB approval and an 85%/15% split with 15% of net sales going back to the club. The team purchases all items to be sold.
 - Teams can receive sponsorship dollars but the money is given directly to the club. Then the club gives back to the team dollar for dollar received but in a payment for the team for such team expenses as tournament registration fees, tournament lodging, etc. as long as club receives the required documentation.

TRYOUTS: The following policies and procedures apply to both Advanced and Travel teams:

- The following policies and procedures apply to both Advanced and Travel teams:
 - Administration of tryouts:
 - Club-wide tryouts will be held a minimum of once a year.
 - Set tryout dates with a specific tryout schedule developed by TD/DOC
 - A tryout evaluation schedule developed by TD/DOC assuring that appropriate coaches and evaluators are present at each tryout session.
 - Registration for tryouts



- Registration dates will be publicly advertised.
 - Prospective players must register for tryouts through the club website based on their date of birth.
 - Players who register online will receive an electronic confirmation.
 - Players who register online will also find financial and personal commitment information on the club website.
 - Prospective players unable to access online registration should register onsite at tryouts.
 - Team Notification and Payment
 - Parents and/or players will be notified of team selection as soon as possible following the last day of tryouts via the online registration system and/or a phone call from the coach.
 - Coaches shall NOT notify players on the field during or after tryouts unless noted by the TD/DOC.
 - Players will need to accept their position and make a required deposit to the club within 48 hours of notification of selection to team.
 - Failure by a player or his/her parents to respond financially within 48 hours may be construed as a declination of selection and the coach may fill this position on the roster with another player.
 - Team meetings
 - Within two weeks of final team selection and acceptance, the Coach will set up a team meeting to be held within a month of tryouts and all players and parents are expected to attend, if possible.
 - Team Manager will be selected.
 - Volunteer positions will be discussed.
 - Coach will specify expectations regarding training, tournaments, and match play.
- The following Policies & Procedures apply to TRAVEL TRYOUTS ONLY:
 - Tryouts are OPEN tryouts, meaning returning players must be selected for a Travel team each soccer year. There are no guarantees for players returning to the previous team.
 - Players are expected to attend both tryout sessions as listed on the tryout schedule.



- Evaluators are assigned by the TD/DOC.
- The evaluators will be provided tryout forms that include tryout numbers, player's first names, and a section for evaluation comments.
 - Coaches will annotate player tryout evaluations on club provided tryout forms. This will aid evaluators in reviewing each player's strengths and weaknesses.
 - The tryout forms will not be shared with parents or players.
- At least one coach from each travel team must attend the final session of tryouts for their designated age group.
- Players may not try out for one age group "up" or more than one age group "up" unless recommended by TD/DOC on an individual basis.
- A player approved by TD/DOC for tryouts for an older age group and is not selected should attend tryouts for their age appropriate team.
- When player quality and quantity warrants, there may be more than one team chosen at an age group based on skill level and therefore appropriate categorized by calendar birth year.
- Acceptance of travel team position
 - Players or their parents shall respond with their intent to accept or decline within 48 hours of their selection.
 - Acceptance shall not be complete until receipt by the club of the required deposit.
 - Once an electronic payment or a check is received and funds are verified, the player's position on the roster is confirmed.
- Movement of Travel teams between the A and B teams in the same age group can occur
 - If agreed by both coaches, the TD/DOC, and the Program Commissioner, a player may move from a B team to an A team before the following tryout session, based on need of the A team and ability of player.
 - When invited and not in conflict with league rules, a B player may guest play for an A team.
- Players who have missed the scheduled club-wide tryouts due to moving into the area or injury can have an evaluation scheduled at a later date.
 - TD/DOC, Travel Program Commissioner, or Club Administrator will guide all new players to the A team coach at the appropriate age group.
- TEAMS formed other than at the club-wide tryout



- Travel teams may enter CUSC as a whole with the following requirements:
 - The TD/DOC and the Travel Program Commissioner must evaluate and approve the coach and players and will then determine appropriate placement for the team.
 - May remain intact for one soccer year or until the following club-wide tryout, whichever comes first.
 - All players shall return to the general player pool at the following club-wide tryout.
 - The new team will be responsible for all appropriate program fees and uniform requirements.
 - Advanced CUSC teams wishing to play at the travel level intact may do so with the same requirements as listed above.
- The following P&P apply to ADVANCED TRYOUTS ONLY:
 - Protected Players
 - Players who have protected player status may remain with the Advanced team if the player and coach concur.
 - Protect players must attend tryouts to facilitate tryouts for new interested players.
 - Parents of protected players must declare desire for their child(ren) to be protected to his/her coach by completing registration for the new soccer year prior to the beginning of tryouts.
 - Advanced players desiring to return to their previous team who have not registered prior to tryouts risk losing the spot on their previous team
 - New players added to Advanced teams
 - May request a specific coach and receive a protected status if the coach concurs
 - This status must be requested prior to player participation in tryouts.
 - Travel tryouts for Protected Advanced Players
 - May participate in tryout for Travel team selection if they choose
 - May choose to participate in Travel tryouts will NOT lose their protected status on their advanced team until accepted onto a Travel team roster.
 - Player selection at tryouts will be based on current team player count.



- The teams with the lowest player count will select players until their player count is even with the other team(s) requiring players.
 - Selection will then alternate among coaches until all players are selected and/or all teams are full.
 - New players not attending tryouts may be offered to teams with the lowest player count if the team was formed during tryouts.
- Player selection for Protected Players, Advanced Coaches
 - May not select a protected player from a different CUSC advanced team unless the player has chosen to enter the general player pool at Advanced tryouts.
 - May not recruit previous Advanced players from another CUSC Advanced team.
- Players requesting an Advanced team tryout and placement after club-wide tryouts have concluded will contact the TD/DOC in order to schedule a tryout with the appropriate team.
- Advanced teams moving to the CUSC Advanced Program from another club
 - The TD/DOC will evaluate coach and players and determine appropriate placement.
 - Players shall be responsible for all appropriate program fees and uniform requirements.

CONCUSSION POLICY: The following policy applies to all CUSC members as mandated by Virginia Youth Soccer Association. Chesapeake United’s policy for concussions is: “When in doubt, sit it out.”

Education for Concussions:

- CUSC shall provide each coach/assistant coach, on an annual basis, information on the nature and risk of concussions, criteria for removal and return to play, and risks of not reporting the injury and continuing to play. All coaches/Assistant coaches will be provided a copy of US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events and a copy of the CDC concussion fact sheet found at the CDC “HEADS UP To Youth Sports” website: <http://www.cdc.gov/headsup/youthsports/index.html>.
- All coaches/assistance coaches will be required to sign a statement acknowledging receipt of such information and agreement to follow the policy. The clubs will maintain such record for no less than seven years.

- As of January 1, 2016, CUSC shall require each coach/assistant coach to take the Center for Disease Control (CDC online training course)
- <http://www.cdc.gov/headsup/youthsports/training>
- CUSC shall provide the parents or guardians of each youth participant, on an annual basis, information on the nature and risk of concussions, criteria for removal and return to play, and risks of not reporting the injury and continuing to play. All parents/guardians will be provided a copy of US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events and a copy of the CDC concussion fact sheet for parents/guardians and athletes found at the CDC "HEADS UP To Youth Sports" website: <http://www.cdc.gov/headsup/youthsports/index.html>.
- As of January 1, 2016, CUSC shall require each parent/guardian to sign a statement acknowledging receipt of such information and agreement to follow the policy.

Head Impact Protocol

DOC/Coaches/Asst. Coaches:

- The US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events will be followed by all.
- All coaches/assistant coaches/DOC's are required to immediately remove players from a practice, training session, or game if a player sustains a blow to the head, neck, jarring collision or impact that causes the coach/assistant coaches/DOC to suspect a possible head injury. Please follow the US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events.
- CUSC coaches/assistant coaches/DOC's (Person in charge of the particular session) are required to notify the parents/legal guardians, DOC, Director of Operations and Club Administrator of the incident based on the US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events. Providing everyone with a date and description of the incident that occurred and how this information is provided. See the Concussion notification form.
- Any CUSC player removed from practice, session or game as a result of a head injury or symptoms similar to those of a concussion shall not be permitted to return to any level of practice, skill session or game play until they have provided the club with a written and unconditional "Medical Clearance to Return to Play" from a licensed medical professional. Medical clearance must be provided to the Club Administrator for record keeping.
- Coaches/assistant coaches/DOC's should not allow a child to participate if they are aware of a concussion received from another activity, outside of their direct authority.



- When the player does return, CUSC encourage the coach to monitor the player for any signs of concussion symptoms as outlined in the CDC training and also the US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events. These symptoms could include, but are not limited to, headaches, nausea, problems balancing, "not feeling right", and trouble concentrating. If there is a return of symptoms, the coach should remove the player from competition immediately, notify the parents, and require a medical clearance before allowing the player to return to training or games.

Parents/Guardians

- Centers for Disease Control (CDC) concussion fact sheets for parent and athlete will be distributed.
- The US Youth Soccer Concussion Procedure and Protocol for US Youth Soccer Events will be distributed to all parents/guardians via email.
- Parents are required to report any incident of a concussion or suspected concussion to the coach and club administrator from another activity outside of club soccer.
- As of January 1, 2016 the clubs shall require each parent to sign a statement acknowledging receipt of CDC Concussion fact sheet, agreement to follow the policy on concussions and agreement with the following statement: "If my child is diagnosed with a concussion during a CUSC activity or during ANY OTHER ACTIVITY including those outside CUSC , or if my player has a prior head injury, I will inform my child's Coach and Club Administrator of such diagnosis prior to the start of the season or before my child returns to play."

Athletes

- All athletes of CUSC will inform the coach/assistant coach/DOC if they experience any symptoms of a concussion.

Return to Play

- If an athlete is removed from play due to exhibiting symptoms of a concussion, he or she may not return to any athletic activity of CUSC until a licensed healthcare provider has provided the club with written clearance for the athlete to resume such activities. This provision does not prohibit a player participant from attending games, practices and other activities without participating athletically in such activities. The definition of removed from play is that an incident was observed or



reported, a player was evaluated for signs or symptoms of a concussion, and an explicit decision was made to remove the player from any further participation in that game or practice.

- For purposes of this provision, a “licensed healthcare provider” means a physician, physician assistant, osteopath physician, or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing. CUSC encourage players with suspected concussions to see a licensed healthcare professional with significant experience treating concussions.
- When the player does return, CUSC encourage the coach to monitor the player for any signs of concussion symptoms as outlined in the CDC training. These symptoms could include but are not limited to headaches, nausea, balance problems, “not feeling right”, and trouble concentrating. If there is a return of symptoms, the coach should remove the player from competition, notify the parents, and require a new medical clearance before allowing return to play.

