



HERNDON YOUTH SOCCER, INC. TRAVEL POLICIES AND PROCEDURES

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Change Log

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1.0 Travel Soccer Program Organization and Management

The HYS Travel Soccer Program reports to Herndon Youth Soccer through the Vice President. The Vice President's job is to enforce the policies and procedures of the Travel Program. These policies and procedures determine how Herndon Youth Soccer wants to run its Travel Program. The Board of Directors of HYS can change these policies and procedures at any of their Board of Directors meetings held regularly throughout the year, *upon the presentation of the Vice President. The Vice President shall clearly present those changes approved by a majority of Travel Team Representatives.*

Each travel team is an informal cooperative organization (team), organized and operated by the parents of players currently rostered on the team. The goal of the team is to provide an organization in which HYS youth can learn and play soccer at a competitive level. The team petitions HYS for sponsorship and is subject to any policies and procedures levied upon the team. In turn, the team provides a representative to participate at HYS Travel Team meetings and ensures their team complies with HYS requirements and requests. If a team does not fulfill its obligations to HYS or operates in a manner that is detrimental to HYS or other teams within the club, the HYS board may choose to no longer sponsor the team.

1.1 Travel Team Definition

Players who are rostered on an HYS Travel Team are automatically granted membership in HYS. Coaches, trainers, etc affiliated with an HYS Travel Team are not granted membership, according to HYS by-laws, unless they specifically request, and are granted, membership for the rest of that seasonal year. Currently, the seasonal year runs from September 1st to August 31st. *Candidates for membership shall make their request in writing to the Vice President. The Vice President shall then offer to the board of Directors, those requests at the next Board of Directors meeting.*

A travel team is authorized to participate in any of three different travel leagues. Currently the three leagues that HYS travel teams participate in are: WAGS (Washington Area Girls Soccer), NCSL (National Capital Soccer League), and ODSL (Old Dominion Soccer League). Other leagues may form, and Herndon teams may be granted permission from the Vice President. A travel team currently can form as young as U9, up through the U19 age group. Age and sex restrictions will be passed on from the league that the specific team is participating. The travel team slot that the team holds in its league belongs to the *team, as defined to be the majority of players rostered.* Should any conflict arise from within a team, the HYS board *will determine whether to continue sponsorship of that team or any new team arising from any split that occurs.*

1.2 Travel Team Formation

A Travel Team can be formed in three different ways. The first is when new teams form in the youngest age group of a league through the development program. The selection will be made in open tryouts as advertised on the HYS web site. The new coach (if a qualified candidate is found) will be hired before the Spring season preceding the formation of the team, so the new coach can run the development program that Spring. The new coach will be recommended by the Vice President, Administrator, and Technical Director and approved by the board. For its first season, the coach will be the team's designated representative to the Travel Program. He will ensure that his team abides by HYS Travel Policies and Procedures.

A second way that a new team can form is for a group of players, who have current membership in HYS, to petition the Vice President to accept that group of players in total for acceptance into one of the Travel leagues. Under these circumstances, the petition should state the coach who has been selected by this group of individual players, their stated purpose for requesting to play Travel, and their policy for accepting new players.

A third way is for a Travel team, that is formed and playing under another club, to request acceptance into HYS. This is typically discouraged. However, under the proper circumstances, this will be considered if in the Vice President's opinion, it will benefit the club and promote development of players in the club. The Board of Directors must also approve such a request. Teams that transfer must agree to comply with all club policies, including the

uniform policy, immediately. Any exceptions to this will be clearly documented before acceptance and approved by the board.

1.3 Travel Team Management

The Travel Team Representative is either the coach (during the first season for the youngest age group) or a person elected by the members on the Travel Team. Each Travel Team will be responsible for abiding by HYS Travel Team Policies and Procedures. Penalties for failure to comply range from loss of practice selection to banishment from the club for individuals and/or teams. The Travel Team representative is responsible for the actions of the team.

When a player voluntarily leaves a team, that player will forfeit their share of the team money,. Any player who is involuntarily removed from an active playing status (e.g. involuntary drops or being asked to go inactive with no intention of playing) can request and will receive that player's share of the team's money (less any money allocated from fund raising). If a dispute arises, the Vice President, in consultation with the travel committee, will resolve the difference in accordance with these policies and procedures, as well as the HYS By-laws.

The team manager and coach must produce a team plan each Spring prior to team selections. This team plan will document, at a minimum, the team's philosophy; plans for practices, league play, and tournaments; coach compensation; and team budget. In addition, teams must clearly communicate actual expenses and hold a team meeting at least twice per year.

To ensure the financial rights of the members of HYS, HYS stipulates that the team is owned by the families of the players currently rostered to that team. All assets of the team (e.g. equipment, funds, etc.) are owned in common by those families. If a team disbands, the Vice President will oversee the distribution of team assets to ensure that an equitable distribution of assets has been reached. Assets acquired by fundraising may be retained by HYS. The distribution shall be solely determined by the Vice President. Any appeals of such distribution will go directly to the HYS Executive Board.

2.0 Use of Herndon Youth Soccer Field Assets

Herndon Youth Soccer requires its travel teams to adhere to policies regarding number of practices per week, and how to run a practice so that it does not ruin our fields. Also, since HYS teams maintain the fields, HYS requires them to follow specific procedures regarding lining and setting up fields and tearing down the nets and flags.

2.1 Practice Site Allocation

Each season practice site, day, and/or times will be selected prior to fields being opened for practice. Selection will occur starting with NCSL and WAGS division 1 teams first, oldest age group next and the youngest age group last. In the spring, the boys teams will select first, while the girls team will select first in the fall. As long as enough fields can be allocated to travel, then choosing time slots should not be necessary. However, if enough fields cannot be allocated to travel, then the same order will be used. Each team is allocated two practice slots per week. One of those can be on a Saturday.

Because HYS has adopted many of the fields that it uses, it is mandated that each coach do his/her part to not run practice in the goal mouths. Any coach found running practice, not just a specific drill, in the goal boxes will lose one practice slot per week. Continued abuse of the goal boxes will result in the team being forced to leave the club.

2.2 Field Preparation

On game days, the Herndon team scheduled for the first game of the day on a field, is responsible for obtaining the field lining equipment and nets and flags from the Field Coordinator. The field is to be lined and nets set up 45 minutes prior to scheduled game time. The last Herndon team to play on a field for the day is required to return the nets, before midnight, to the Field Coordinator. If this process is not followed, the designated team will be

responsible for replacing any lost equipment and will be penalized during the next field selection. If repeated problems occur with the same team, the penalty could be more serious, depending on whether or not the other teams are impacted.

3.0 HYS Travel Team Policies

HYS tries to minimize restrictions it places on teams; however, there are several policies that are enforced for the good of the club, and the individual players.

3.1 Registration and Cost of Administration

Each Travel Team must pay its registration fee to its Club Representative prior to that league's deadline. HYS will pay the cost of registration with the league, but if that money has not been given to the Club Representative prior to the deadline, HYS will cancel the registration. This is to protect HYS from teams deciding after the deadline to not form for a specific season.

The team must complete registration before playing any official games, whether pre-season tournaments, or regular season matches. The registration process will be defined by the club rep for the respective league.

3.2 Uniform Policy

All Herndon Travel Teams must wear the official Herndon current uniform style and logo (or formerly approved color, style, and logo). Herndon allows its teams to wear any combination of red, black and white; however, the Herndon Travel logo must be clearly visible on the upper left chest of the jersey as well as "Herndon" across the chest, starting with the Fall 2009 season. The uniform style must be consistent with what is currently on file with Cassels. All teams will be expected to convert to the standard Herndon Travel uniforms by the Fall 2010 season.

The current acceptable jersey color combinations are as follows:

- Red jersey with white "Herndon" across chest and white number on back of jersey
- White jersey with black "Herndon" across chest and black number on back of jersey
- Black jersey with white "Herndon" across chest and white number on back of jersey

Teams do have the choice of putting numbers on the shorts that match the color of the numbers on the back of the jerseys. No other logos, sponsor information, or designs are allowed on the uniform without the written approval from the HYS Board of Directors. Any and all prior uniform/logo/sponsor exceptions are null and void upon compliance to updated uniforms and must be renegotiated with the board prior to the switch. The HYS Board reserves the right to modify prior exceptions and there is no grandfathering of such prior exceptions. It is highly recommended that sponsor logos be put on team banners, player bags, or warm-ups since these items do not currently have any restrictions.

Teams will be required to fill out a travel uniform form and submit to the Herndon Travel Uniform Coordinator for placement with Cassels. Grandfather Clause: Teams currently out of compliance must come into compliance with their next team-wide uniform purchase or by the Fall 2010 season, whichever comes first. Teams not conforming to Herndon Travel policy will be told to find another club to sponsor them during the following season.

Any variation on this policy must be submitted in writing and approved by the HYS board.

3.3 Recruiting

Recruiting is governed by each individual league. Within Herndon, we encourage coaches in similar age groups (house and travel) to work together to ensure each player reaches their full potential while minimizing the disruption to the current team. Communication between coaches and a willingness to allow your players the flexibility to explore their potential is key. Teams that do not work cooperatively will face disciplinary action. If players wish to

move between HYS teams, coaches should encourage them to avoid movement from house to travel during the season and between travel teams during the period after the Fall season and before the Spring. To ensure smooth migration, we encourage teams to involve prospective players in team practices and have them guest play in tournaments, but avoid movement as described above except in extreme circumstances and then, only after extensive consultation between the coaches and the Vice President.

4.0 Travel Coach Selection Process

Coaches for new U9 travel teams are selected as described above. Coaches for other teams are selected by the parents of currently rostered players and serve at their discretion. The team plan is the mechanism by which the coach and parents agree on how to operate the team for the upcoming year. Once selected, the coach is responsible for the team operation. If a coach acts in a manner that is detrimental to the club, the HYS board may request that a team replace their coach or invoke other appropriate disciplinary action.

If a majority of parents wish to replace a coach, then the team may initiate the search for a new coach. The Vice President can mediate such situations as required.

5.0 Travel Organization

The travel organization has the Vice President as its director. He is elected annually by the membership of the club. He must report to the board of Directors on all matters of policy and procedure. The Vice President selects Club representatives to attend to the business of that league. Team Representatives are chosen by their respective teams.

5.1 Club Representatives

The Vice President and administrator will select a Club Representative for each league. If a new Vice President is elected, the Club Representatives are not guaranteed to retain their position. The Club Representative is responsible for lines of communication from both the Vice President and the league to the teams belonging to that specific league.

The Club Representative shall submit reports of all league business to the Vice President. If the Club Representative is negligent in his/her duties, then the Vice President shall replace him/her for the sake of the teams in that league.

5.2 Team Representatives

The Team Representatives shall represent their respective teams at all travel meetings held by either the Vice President, or by the Club Representative. Should a Team Representative continue to miss meetings, that team will be asked to replace the Team Representative as quickly as possible. The Team Representative is required to be the line of communication for all information to be passed between the Team and any officials of the Club. It is not practical for all the parents of travel players to attend these meetings, therefore the Team Representative must perform a very important function. Neither the Vice President nor the Club Representative shall be responsible for information not relayed to a specific team when that team has 24 hours or more notice for meetings. Only members of HYS can act as Team Representative.

5.3 Coaches, Assistant Coaches, Trainers

Coaches, assistant coaches, and trainers must represent the best interests of the players at all times. Coaches are urged to attain a license.

5.4 Parents

Parents (*or guardians*) need to act as positive influences on HYS players at ALL times. Parents (*guardians*), who continually act in a manner not in the best interests of any HYS player, shall be warned. Continued behavior that is not conducive to a positive environment, will require that individual to be absent from team functions for a period of

time commensurate with the violation. Abuse shall not be tolerated; individuals can be barred from the club for continued offenses.

6.0 Tournaments

Tournaments can be sponsored either at the club level, as the Dulles National Tournament, or by individual teams. The following policy shows what the club wants to receive as it is the sponsoring organization.

6.1 HYS Dulles National Tournament

HYS sponsors the Dulles National Tournament, currently held the last weekend in August. This tournament is a fund raiser for the individual travel teams and the club. It also generates scholarship money for the club. Each team is required to participate and play in the tournament. Any team not wishing to either play or participate must submit their request, in writing, to the club by July 1st. Each team will be required to reimburse a sum determined by the board to the club if they don't participate. Waivers will be granted by the Vice President. Too many families on vacation will not be a valid excuse. Communicate this requirement early as part of the team plan. This tournament will turn over all equipment that is donated to the tournament, to the club, HYS. The tournament profits are shared with the travel teams. 10% of profits will go to the HYS Scholarship fund.

The Dulles National Tournament is a major fundraising activity for travel teams. The financial success of this tournament allows HYS to continue to provide cost-effective membership to our travel teams. It is expected that teams participate equally so that the work and benefits are shared equally. The Travel Team Representatives or the Board of Directors can choose to discontinue this tournament, based on workload or financial success.

6.2 Sponsored Tournaments

The HYS Board of Directors shall approve the appointment of the Tournament Director for any sponsored tournaments.