



Gore Valley Soccer Club  
DBA: **Vail Valley Soccer Club**  
POLICY MANUAL

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**POLICY MANUAL**

**1. GOALS AND OBJECTIVES**

1. Operate a competitive program for players aged U8 through U19
  - 1.1. Recruit U8 players from local recreational program, local schools and Youth 365.
  - 1.2. Facilitate each team's advancement through Mountain Region (MR) and Colorado Soccer Association (CSA).
  - 1.3. Enhance coaching and development of ALL teams
  - 1.4. Provide qualified, professional coaching for every VVSC player.
  - 1.5. Develop mentoring relationship between older and younger teams
2. Strengthen Financial Position
  - 2.1. Standardize and improve expenditure and budgeting process
  - 2.2. Broaden fundraising projects
  - 2.3. Standardize and maintain financial aid program
3. Coaching
  - 3.1. Recruit and develop quality coaches
  - 3.2. Develop training opportunities for coaches
  - 3.3. Develop seasonal evaluation of coaches
4. Refereeing
  - 4.1. Provide seasonal training opportunities for referees and encourage participation
  - 4.2. Build and maintain strong relationships with certified referees in the Valley
  - 4.3. Actively recruit new referees in accordance with CSA guidelines and requirements
  - 4.4. Pay for referees recertification and certification with a seasonal commitment of 6 games
5. Develop Facilities and Equipment Program
  - 5.1. Maintain VVSC office
  - 5.2. Conduct equipment inventory
  - 5.3. Cooperate with Mountain Recreation and VRD to schedule practices, games and tournaments
6. Enhance Image of Soccer in Community
  - 6.1. Participate in annual community events
  - 6.2. Lobby for improved media coverage of VVSC and local high school play

- 6.3. Establish relationship between VVSC and local government administration and adult soccer programs
- 7. Strengthen Interaction with State (CSA) and national soccer organizations (United States Youth Soccer Association, United States Soccer Federation, United Soccer Coaches Association of America)
- 8. Develop a College Advisory Program (CAP) for players striving to play soccer in college
- 9. Develop and enable VVSC soccer players to:
  - 9.1. Gain nomination to Western Slope Player Development Program and state, regional and national Olympic Developmental Programs and Select Program (ODP)
  - 9.2. Play and excel at club and high school soccer programs and develop the skills and training habits to play in college and beyond
  - 9.3. Participate and sustain a positive experience as a member of the Vail Valley Soccer Club
  - 9.4. Develop the foundation for a life long passion and participation in soccer and a healthy and active lifestyle
  - 9.5. Recognize that individual and team goals are accomplished within the structure of our mission: Vail Valley Soccer Club is a premier club dedicated to developing players able to compete at the highest level by bringing together committed parents, coaches and players. We consider these values to be essential: Sportsmanship, Respect for self & others, Teamwork, Honesty, Hard Work, Community, Integrity and Fun.

## 2. COACHES

- 2.1. Licenses:
  - 2.1.1. VVSC coaches will be required to obtain an E-level (Grass-roots training) license after their first year and are encouraged to obtain a D-level license after their second year. A copy of each coach's current license will be kept on file at the VVSC office
  - 2.1.2. VVSC does not pay for travel or lodging expenses of coaches for licensing courses
  - 2.1.3. A Coaches Education Budget will be established each year to pay registration fees of USSF or NSCAA coaching courses for individual VVSC coaches with the approval of the Director of Coaching. VVSC pays for USSF (or NSCAA equivalent) E, D and 100% of entry fee for C, B, and A licensing courses for coaches. The total amount spent on coaching education will not exceed the Coaches Education Budget without prior approval from the Board of Direc-

tors. Distribution of the budgeted fund will go to those who achieve their license(s) first during that fiscal year.

2.1.4. The VVSC Board may approve additional funding for coaching education

## 2.2. Hiring Coaches:

2.2.1. The Director of Coaching will hire all new coaches. All VVSC coaches will have a contractual agreement with the organization. The Executive Director of the VVSC must sign all coaching contracts

2.2.2. The Director of Coaching is responsible for hiring, evaluation, and dismissing of all VVSC coaches

2.2.3. The Director of Coaching will interview each technically qualified coaching candidate to determine his or her non-technical qualifications (overall philosophy, coaching philosophy, experience in leadership, disciplinary history, interpersonal skills, etc.), and approve or reject each candidate

2.2.4. The Director of Coaching will provide the VVSC Executive Director with a list of anticipated coach staffing needs in December prior to the Spring season and June prior to the Fall season

2.2.5. Recruitment and advertising for coaches will be ongoing. The Director of Coaching will provide the VVSC coaches with end-of-season written evaluations. The VVSC Executive Director will be provided with a copy of these evaluations

## 2.3. Removal of Coaches:

2.3.1. All coaches, whether paid or unpaid, will sign a Coach Contract with the VVSC outlining the responsibilities, expectations, and Code of Conduct of a VVSC Coach. Failure to abide by the Coaches Code of Conduct or the responsibilities set forth in the contract will be grounds for termination. The Director of Coaching will administer any terminations. A coach may appeal the Director of Coaching's decision to the Executive Director. The Executive Director's decision is final.

2.3.2. The Board of Directors may hear an appeals regarding the coach removal. However, the VVSC Appeals Procedures (outlined within Section 13.3) can be utilized for an appeal

2.3.3. If a coach is removed, the Director of Coaching will 1) act as interim coach until a replacement can be found, 2) appoint an interim coach until a replacement can be found or 3) appoint a new coach

2.3.4. If a coach is removed from the Club, the removed coach is not to have any contact with the team in any coaching capacity.

## 2.4. Procedures for voicing coaching concerns:

2.4.1. The VVSC encourages an open forum for parents and players to express their concerns when presented in a manner that is appropriate and constructive.

However, there is an appropriate time and place to voice these concerns. When coaches are on the field training teams, it is not appropriate to approach them with concerns. Individual concerns do not need to be raised in front of the entire team or voiced via team email lists. In order to help facilitate resolution to coaching concerns in a manner that is fair to both the player and the coach, the following procedure is to be followed:

- 2.4.1.1. Any parent, player or coach with a concern **MUST** allow 24 hours to pass after any incident before approaching the parties involved.
- 2.4.1.2. Speak directly with the coach and try to resolve the problems where they began, face to face with the coach. This should be done at an appropriate time when there are no other players or parents around and when the coach is finished with training or coaching. If you feel the problem has not been resolved here, continue with the next step.
- 2.4.1.3. Write a letter (email is acceptable) to the Director of Coaching. In this letter, you must document the steps that you took previously with the coach and the coach's response. Also include a solution that you would recommend. This report to the Director of Coaching **MUST** be in writing. The Director of Coaching, after conferring with the Executive Director, will respond within 72 hours of receipt of written report. If you do not feel that the problem has been resolved here, then go to the next step.
- 2.4.1.4. Write a letter addressed to the VVSC Board of Directors documenting your concerns and all the steps you have previously taken in attempt to remedy the situation. This **DOES NOT** mean calling one Director individually to express your concern. Send this letter to the VVSC office in the care of VVSC President. The address is Vail Valley Soccer Club P.O. Box 2728 Edwards, CO 81632. The VVSC Board of Directors will address your letter at the next regularly scheduled meeting and respond within 48 hours of that meeting. At the discretion of the VVSC President, an emergency meeting may be called to address the issue at hand.
- 2.4.2. VVSC coaches must train teams according to the standards and curriculum established by the Director of Coaching
- 2.4.3. VVSC Coaches must encourage their team's participation in all VVSC player development programs and club events
- 2.5. Team Assignment: Every effort will be made to assign coaches to teams in advance of tryouts. In the event a coach has not been selected, the Director of Coaching will act as the interim coach or will appoint one. In the case of new teams being formed, the Director of Coaching will assume team formation responsibility until the new coach has been selected. This may include assigning players to teams, notifying players of team placement and conducting practices.

- 2.6. New Coach Orientation: Coaches new to VVSC will receive an orientation to the VVSC and their team by the Director of Coaching. Each coach will receive (in writing or via the VVSC website) a VVSC Coach's Notebook, Policy Manual and Club Handbook. The VVSC website is [www.vailsoccer.com](http://www.vailsoccer.com).
- 2.7. All coaches must complete and Background Check, Concussion Certificate, Safe-sport Certification Course
- 2.8. Coaches' Code of Conduct:
- 2.8.1. The primary roles of the youth soccer coach are teacher, motivator, and communicator. The coach must fulfill all three roles in order to provide a successful soccer experience for all involved. VVSC coaches are expected to familiarize themselves with and abide by the CSA Rules and Procedures. All VVSC coaches are required to follow the VVSC Code of Conduct. Failure to adhere to this Code will result in disciplinary action up to and including release from their coaching responsibilities. Coaches:
- 2.8.1.1. Are expected to attend practices and games and arrive on time. If a coach is unable to attend a practice or game, they will notify the Director of Coaching
- 2.8.1.2. Treat players with respect, avoid put-downs, sarcasm, and ridicule
- 2.8.1.3. Follow guidelines established by the Director of Coaching
- 2.8.1.4. Are positive and look for positives in players
- 2.8.1.5. Communicate and administer the playing policy of the VVSC
- 2.8.1.6. Strive to help each player reach his or her potential and be prepared to move forward developmentally
- 2.8.1.7. Know how to use a supplied First Aid Kit
- 2.8.1.8. Will strive to develop the players' appreciation of the game
- 2.8.1.9. Educate players to the technical, tactical, physical and psychological demands at their appropriate level
- 2.8.1.10. Will have reasonable and realistic expectations
- 2.8.1.11. Know and communicate VVSC goals and policies to players and parents
- 2.8.1.12. Win without gloating
- 2.8.1.13. Accept the decisions of the officials with good grace
- 2.8.1.14. Tolerate defeat without complaining
- 2.8.1.15. Discourage unfair gamesmanship
- 2.8.1.16. Will NOT use profanity, abusive language or negative personal remarks
- 2.8.1.17. Will follow the coaches' appearance policy (see Section 2.8) and support club equipment sponsor policy (see Section 2.9)

- 2.8.1.18. Will NOT encourage a current VVSC team or player(s) to leave the VVSC for another club
- 2.8.1.19. Are responsible for tournament participation
- 2.8.1.20. Will be familiar with teams and players and maintain good communication with other coaches within age group
- 2.8.1.21. Attend all coaches meetings and events
- 2.8.1.22. Communicate their expectations for player and parent participation at a meeting in the first week of practices
- 2.9. Coaches Appearance Policy: VVSC is a Adidas sponsored soccer club. Each coach is issued a Adidas coaches package. VVSC endorses the USSF and NSCAA belief that coaches should “look like coaches” with soccer shoes and proper athletic attire. VVSC coaches will wear Adidas or generic attire at all official VVSC soccer events, including, but not limited to: practices, games, tournaments, and VVSC special events
  - 2.9.1. Coaches will wear official VVSC issued attire at all games. If weather does not permit VVSC issued attire, then coaches are asked to enthusiastically support the Adidas brand
  - 2.9.2. Coaches will wear proper athletic shoes at all practices. Adidas shoes are encouraged, but not required
- 2.10. Coaches Equipment Policy: VVSC is a Adidas sponsored soccer club. Coaches will use Adidas or generic soccer equipment, whenever possible
- 2.11. Player Evaluations: VVSC Players will receive at least one written evaluation, completed by their team coach and/or the Director of Coaching, during each season. Evaluations will include recommendations for player advancement and suggestions for off-season training
  - 2.11.1. VVSC coaches will attend and observe a minimum of 3 practices or games of other VVSC teams during each season. Substitute coaching does not fulfill this requirement
- 2.12. Types of Coaches: VVSC has several different types of coaching positions. All VVSC coaches will fulfill the responsibilities and duties of a VVSC coach as defined in the VVSC Policy Manual, Coaching Contract and Coaches Code of Conduct
  - 2.12.1. Director of Coaching – Recruits, manages and promotes the VVSC coaching staff. The Director of Coaching works for the Club as a part-time employee, year-round employee.
  - 2.12.2. Team Coach – Team Coaches are contracted as head coach of one team for one season
  - 2.12.3. Assistant Coach – Assistant Coaches are coaches who support the Team Coach of one team. They may be parents or aspiring team coaches and respon-

sibilities may include running practice sessions or helping with equipment management

- 2.12.4. Goalkeeping Coach – Goalkeeping Coaches run skill-specific practices weekly for goalkeepers. A Goalkeeping Coach may be a Team Coach if approved by the Director of Coaching

## 2.13. Salary Rates:

- 2.13.1. The Executive Director with The VVSC Board President approves the VVSC salary rates for the Director of Coaching and will review that rate annually

### 2.13.2. Team Coaches

- 2.13.2.1. Executive Director with the DOC will determine salary rates for Team Coaches annually

- 2.13.2.2. Deviation from standard salaries needs approval from the Executive Director

- 2.13.2.3. VVSC requires a signed Coaches Contract and Coaches Code of Conduct prior to initiating any salary payments

- 2.13.3. Bonuses: Each Team Coach will have the opportunity to earn up to a 25% bonus at the end of each season including, but not limited to the following factors:

- 2.13.3.1. Return of all equipment issued in good and working condition

- 2.13.3.2. Attendance at all practices, games, coaches meetings and club events

- 2.13.3.3. Completion of player evaluations within two weeks of the end of the season

- 2.13.4. A limited number of Assistant Coaches will be hired each season by the Director of Coaching to support Team Coaches. Their rate of pay will be negotiated individually based on the specific duties they are hired to fulfill.

## 2.14. Coaches and Team Managers

- 2.14.1. Each coach will be provided with a team manager, to whom he or she may delegate such duties as notifying team members of practice changes, coordinating snack schedule and rescheduling makeup games. The coach and team manager must define their duties based on what works best for their team. It is the team coach's responsibility to inform the team manager how they can best support the team.

- 2.14.2. Aside from utilizing the Team Manager to support the team, it is imperative that coaches maintain good communication with all team members and parents (See Section 4.1.1)

## 3. TEAMS

### 3.1. Tryouts:

- 3.1.1. Overall responsibility rests with the Director of Coaching. Tryouts for each age group are conducted, under the guidance of the Director of Coaching, by the Team Coaches and additional evaluators approved by the Director of Coaching.
- 3.1.2. Tryouts are open to any CSA eligible and age appropriate player and will be conducted at the end of every spring season.
- 3.1.3. VVSC will provide all appropriate equipment to run tryouts, including first aid kits, balls, cones, bibs, tryout numbers, goals, etc.
- 3.1.4. Club Volunteers will organize player check-in, assign bib numbers and re-view player birthdates. Team managers and/or board members will be available to explain basic VVSC policies to parents and distribute VVSC program literature
- 3.1.5. All current VVSC players are expected to attend tryouts. **NO PLAYER HAS A GUARANTEED POSITION FROM THE PREVIOUS YEAR.** If more players try out than there are roster spaces available, then some players may be placed on a wait list. The Director of Coaching is responsible for contacting players who do not make a team or are wait-listed prior to announcing the placement results. If a current VVSC player is dropped from a team, the coach making the decision **FOLLOWED BY** the “new coach” must contact the player individually prior to announcing the placement results
- 3.1.6. VVSC players are NOT to wear a VVSC uniform to tryouts
- 3.1.7. All players need a fair chance to participate at both tryout days. Cuts of any kind before the end of the second tryout session are not permitted
- 3.1.8. It is the responsibility of the Director of Coaching to ensure that all players are notified about tryout results. The Director of Coaching will submit the player placement results of the entire age group to the Executive Director for announcement within 48 hours from the second day of tryouts.
- 3.1.9. The decision whether there are enough players for a team will be based on the number of registered players. The VVSC will not register a competitive team with fewer than 13 players on the roster
- 3.1.10. Players will be evaluated and placed on teams based on the evaluation process of the VVSC coaches. As a general guideline, VVSC coaches evaluate players based on four pillars of player development: technical, tactical, physical and psychological observation.
- 3.1.11. For returning VVSC players, evaluation will be based on their prior soccer year and tryouts. Tryouts are a whole year process. VVSC coaches communicate throughout the year regarding the development of players

- 3.1.12. Prior to tryouts, players within the VVSC organization may be asked to guest play at tournaments or practices with other teams within the club but are not necessarily moved onto the roster
- 3.1.13. Teams are not final until players have registered. The Director of Coaching has final authority to make adjustments to teams at his or her discretion
- 3.2. Playing Up Guidelines:
  - 3.2.1. CSA does not permit older players to play down in age. It does permit players to play up under certain conditions. VVSC allows playing up on a limited basis
  - 3.2.2. Players wishing to play up must petition the Director of Coaching and inform both age group coaches before tryouts
  - 3.2.3. Players may only play up if they are evaluated in the top 50% of players of the older White team and ONLY if there are enough registered players at his/her age group to assure team formation. Or, a player may play up if players in two age groups need to be combined to complete a roster
  - 3.2.4. Players must be evaluated by coaches at both their own age level and the age level desired
  - 3.2.5. The Director of Coaching and the coaches of the teams involved will review whether a player will be allowed to play up. In case of a conflict, the final decision about playing up rests with the Director of Coaching
  - 3.2.6. Consistent with the philosophy of the USYSA, the decision will be based first on what is best for the player's development, second the team and third the club
- 3.3. Team Roster Limit Guidelines: Team rosters are filled at the Director of Coaching's discretion up to the CSA roster limit (18) but must meet the VVSC roster minimum (13). The Director of Coaching has the final say on roster size up to the CSA roster limit.
- 3.4. Practice Guidelines:
  - 3.4.1. All VVSC teams will practice a minimum of two times a week and are encouraged to practice three times. The total scheduled practice time will not be less than three (3) hours each week, weather and light permitting
  - 3.4.2. Fields are never to be used when conditions may cause damage to the playing surface
  - 3.4.3. Player conflicts involving practices and games should be worked out between players and coaches
  - 3.4.4. Practice cancellations are up to the discretion of Team Coaches, who should be contacted FIRST with inquiries of practice status. If field conditions are determined to be unusable by the Director of Coaching, the voice message at the VVSC office will indicate that practices are cancelled

- 3.5. Playing Time Guidelines:
  - 3.5.1. The Director of Coaching will communicate the VVSC playing time philosophy to coaches
  - 3.5.2. CSA Teams: Playing time is commensurate with commitment, practice performance and participation, and game performance. No player is guaranteed playing time.
    - 3.5.2.1. If a player has not attended any practices in the week preceding a game, the player is not guaranteed any playing time. The player will participate at the coach's discretion
  - 3.5.3. Mountain Region Teams: Playing time is commensurate with commitment, practice performance and participation, and game performance. No player is guaranteed playing time.
    - 3.5.3.1. Poor practice or game performance, attitude or effort may result in reduced playing time
    - 3.5.3.2. Missing practices or games results in reduced playing time
  - 3.5.4. Playing time may be restricted due to player or parent discipline issues
  - 3.5.5. Coaches must communicate the VVSC policy concerning playing time to players and parents
- 3.6. Team Nicknames: All VVSC teams will be registered with CSA and any tournaments as the Vail Crush. When there are multiple teams in one age group and gender bracket, the teams will be indicated by color. The most competitive team will be registered as the “Navy” team, with “Yellow” following next and “White” as the third team. Team nicknames will not be used on VVSC team uniforms, merchandise, or flags
- 3.7. Roster Changes and Player Movement Guidelines: When a player is registered with the VVSC, they make a commitment first and foremost to the club and second to a specific team. VVSC discourages moving players down from one team to another during the season. However, specific situations may allow additions and/or subtractions of players from team rosters after the beginning of a season. VVSC does encourage the sharing or borrowing of players to increase playtime, development and overall team development. In all cases, first the player's development is considered. Then the good of the affected team(s) is considered. Finally, the needs of VVSC in general are considered. In all cases, CSA roster limits and transfer rules must be followed, and the VVSC Executive Director must be notified of any roster changes throughout the playing season. When a player is moved from one roster to another, it must be approved by the DOC.
  - 3.7.1. Player Movement After Tryouts: Player movement after tryouts should be restricted to the period between fall and spring seasons and should occur only as noted below:

- 3.7.1.1. Coaches of both affected teams must communicate clearly about the possibility of player movement and reach agreement prior to talking to any player
- 3.7.1.2. Movement must involve prior communication with player and parents, as well as approval of the Director of Coaching

#### 4. COMMUNICATION

##### 4.1. Coach/Parent Communication

- 4.1.1. Coaches will hold at least one team meeting per season, preferably at the beginning of each season. Throughout the year, meetings should be scheduled as needed
- 4.1.2. Communication with parents is important. Coaches should inform players and parents about the following:
  - 4.1.2.1. Goals for the upcoming season
  - 4.1.2.2. Philosophy on teams and individuals
  - 4.1.2.3. Parental conduct and support
  - 4.1.2.4. Tournaments and other team functions
  - 4.1.2.5. Fundraising, if necessary
  - 4.1.2.6. The level of player commitment that is expected
- 4.1.3. Coaches must inform parents of any changes throughout the season
- 4.1.4. Parents who have concerns about their coach(es) or other team matters should contact the coach first before going to the Director of Coaching. See Section 2.4 regarding coaches and 13.1 for other grievances.

##### 4.2. Team Managers

- 4.2.1. Selection: The Team Manager is chosen from among parent volunteers when teams are selected. The primary responsibilities of the team manager are to serve as a communication link between parents and coach and to assist with the administrative details of running the team. She/he also receives information from the Executive Director regarding the VVSC Board decisions and policies throughout the year
- 4.2.2. Tryouts: Team Managers from the previous season, when their child will continue playing, are expected to assist with tryouts and to enlist parent volunteers as needed. Specific information is disseminated to managers by the Executive Director before tryouts
- 4.2.3. Registration: After tryouts, Team Managers are responsible for overseeing registration procedures for their teams (see Section 5)
- 4.2.4. Communication with Coach: The team manager and coach determine what assistance is needed and identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will

handle. The team manager is responsible for coordinating the various team activities and finding the appropriate help when needed

- 4.2.5. Communication with Players and Parents: Early in the season, team managers should establish a workable communication system to inform team members and parents of practice and game changes and any other information. This can be done in the form of a phone tree, email list, or a contact person can be designated for team members to call for information. Team managers should also provide team members with a roster with names, emails, phone numbers and a schedule of games, snack assignments, directions to away games, carpool information, etc.
- 4.2.6. Team Funds: The team manager is responsible for handling deposits and disbursements of team funds with the Executive Director.
- 4.2.7. Game Sideline Behavior: Team managers may assist the coach in maintaining appropriate sideline behavior as outlined in the VVSC Parent Code of Conduct (see Section 16).
- 4.2.8. Uniforms: Team managers may assist players with uniform orders for their team. However, it is the responsibility of the individual players to ensure they have all uniform items for each game, including ordering required items through the Executive Director.

## 5. REGISTRATION

### 5.1. Procedures

- 5.1.1. In early June (for U11-U14 teams and U15-U19 Girls) and early December (for U15-U19 Boys), VVSC must notify the Colorado Youth Soccer Association (CSA) regarding the teams VVSC will be fielding for the next year. The VVSC must receive commitments from players BEFORE registering teams with CSA, and for this reason, each player needs to submit the required registration materials and fees (as set forth in Section 5.1 & 5.2) within two weeks after notifications.
- 5.1.2. All players will be provided with registration materials for their teams which include the following: 1) Player Information Form 2) Player Contract 3) Medical History & Release 4) Travel Release and 5) Financial Commitment Form. Forms can be emailed, faxed, mailed or picked up and must be returned by one of the aforementioned means before the specified deadline to guarantee a player's position on the team
- 5.1.3. Registration paperwork questions should be directed to the Executive Director who will review forms for completeness and accuracy. Players who have not paid their fees in full (unless they have been granted financial assistance or are current in an approved Payment Plan) or who are not properly registered with CSA will not be allowed to play

- 5.1.4. All VVSC teams will be registered with CSA or Mountain Region
- 5.1.5. If changes occur in the state registration procedure, players, parents and coaches will be notified
- 5.1.6. U10 teams will be registered in compliance with CSA Option 1 or Mountain Region Developmental Leagues and will use the same registration procedure as U11-U19 competitive teams
- 5.2. Fees: The VVSC Board sets registration fees on an annual basis. Registration is for the seasonal year: U11-U14 is a fall and spring commitment with preseason and summer tournaments and optional indoor soccer participation when space is available; U15-U19 Girls is a fall commitment with preseason and summer tournaments and U15-U19 Boys is a spring commitment with preseason and summer tournaments
- 5.2.1. Fees are inclusive of:
- Team Coaches and VVSC Director of Coaching fees
  - Practice and game field usage fees and maintenance
  - Entry fee for tournaments (One tournament for each U15-U19 team and the Vail Valley Cup, Cindy Eskwith Memorial Tournament for U10-U14 teams)
  - VVSC College ID Camp for teams U13-U19
  - CSA fees
  - Referee fees
  - Coaches continuing education courses
  - Administrative staff
  - Limited insurance coverage through USYSA
  - Operational overhead
- 5.2.2. Fees do NOT include:
- Coach's per diem for tournament travel
  - Uniforms
  - Coach's Gift
  - Special team parties or events
  - Cost of travel
  - Winter Indoor soccer
  - Soccer camp
- 5.2.3. Club Fee Structure: Refer to Appendix B
- 5.2.4. Full payment of fees or commitment to an approved Payment Plan shall be made before the start of league play for each team. VVSC will offer a payment plan to those families that are unable to pay program fees in advance. The following schedule will be used for payment plans:
- 1/3 of balance (33.3%) due on June 1

1/3 of balance (33.3%) due on July 1  
1/3 of balance (33.4%) due on August 1  
Spring High School  
1/3 of balance (33.3%) due on December 15  
1/3 of balance (33.3%) due on January 15  
1/3 of balance (33.4%) due on February 15

Any agreed upon payment plan that is delinquent will immediately become payable in full. Participants must provide a credit card number in advance to be charged on the due dates.

5.2.5. Registration fees are nonrefundable. However, in the event a physician-documented illness or injury prevents a player from participating or a player's primary residence becomes more than 40 miles from the VVSC office, a prorated refund may be available.

5.2.6. Refunds are subject to VVSC Board approval

5.2.7. When participants enroll in a program, Vail Valley Soccer Club assumes expenses that are not reduced when a participant withdraws. VVSC relies on the registration fees paid by each athlete to cover these expenses. Consequently, all participants are required to pay all fees in full, regardless of whether or not a participant withdraws, is dismissed or absent.

Refund schedule for season-ending injury/illness or change in primary residence more than 40 miles from VVSC Office:

Prior to July 1: 100%  
July 1-August 1: 75%  
August 1-February 1: 50%  
February 1-March 1: 25%  
After March 1: 0%

Full registration fees are required. Refunds will not be issued for voluntary withdrawal, dismissal or absence for any other reason.

5.2.8 A \$75 administrative fee will be deducted from refunds. In addition, the number of games and tournaments played will be prorated and deducted from refunds.

### 5.3. Financial Aid

5.3.1. Applications for scholarships are available through the VVSC Executive Director

5.3.2. All members applying for financial assistance must complete the Scholarship Application and provide all required financial information. The Executive Director and/or Financial Aid Committee will review all applications and deter-

mine the awards offered to each applicant. Applicants will be informed of any financial assistance awarded by email and mail.

5.3.3. Scholarships are awarded on the basis of need

5.3.4. All members are required to make a minimal financial commitment to the club each season.

5.3.5. All financial aid recipients will be required to work a proportional number of hours as a volunteer for the Club and must contact the VVSC office to coordinate how they can volunteer. The required number of volunteer hours is outlined on the Scholarship Application; and is dependent upon the amount of assistance awarded. Volunteer hours must be completed by the end of the spring soccer season.

## 6. EQUIPMENT

### 6.1. General Equipment Policy

6.1.1. VVSC provides a start-up package of required basic equipment to each team as determined by the Director of Coaching at the beginning of each season

6.1.2. Any and all equipment purchased with VVSC funds or obtained as part of the start-up package remains the property of the Club. Coaches will return all equipment to the Director of Coaching at the end of each season

### 6.2. Purchasing Equipment

6.2.1. All start-up equipment shall be purchased by the Director of Coaching for delivery in time for the beginning of the season

6.2.1.1. Start-up package consists of:

- Practice Balls (4-5) #4 for U10-U12, #5 for U13 and older
- Ball Bag
- Scrimmage Vests (10 of one color, 2 of alternate color)
- Pump and Needle
- Coach's Clipboard (upon request)
- First Aid Kit
- Practice Cones (20)

6.2.2. Equipment is purchased using the Club's tax-free status

6.2.3. The Club will maintain a small inventory of equipment to handle mid-season requests

6.3. Reimbursement: Reimbursement from the VVSC equipment budget for equipment purchased by the coach or team manager shall only be considered for items listed in Section 6.2.1.1. with prior approval by the Director of Coaching and if accompanied by receipt and itemizations of expenses

6.4. Inventory: The Director of Coaching shall maintain an inventory of equipment purchased for each team, date of delivery and cost of purchase. This inventory

shall be used to determine the status of the equipment allowance for each team and budgeting projections. Prior to ordering equipment for a new season, the Director of Coaching shall check the club inventory for available equipment

## 7. UNIFORMS

- 7.1. Official Uniform: Adidas is the exclusive uniform supplier of the Vail Valley Soccer Club. The VVSC maintains a two-year purchase policy for our boys' and girls' competitive teams, which is compliant with the strategic partnership agreement between the club and Adidas. All competitive teams are required to purchase a new Adidas kit beginning in the Fall of season or earlier and every two years thereafter or upon the adoption of a new style by the VVSC, whichever is longer from the Fall season. \*Uniforms must be purchased and used in league/tournament play for each team's representative Colorado Soccer Association season immediately following the uniform launch
  - 7.1.1. The Club's competitive uniform policy governs uniform purchases for VVSC competitive teams, boys and girls, ages U10-U19
  - 7.1.2. Cost: Competitive program registration fees do not cover the cost of uniforms. Individual players must purchase their uniform
  - 7.1.3. PAYMENT IS DUE BEFORE THE UNIFORM WILL BE DELIVERED TO THE PLAYER
  - 7.1.4. If a uniform piece ordered is the incorrect size or fit, player is responsible for the cost of a replacement piece.
- 7.2. Training Kits: Players are encouraged to utilize Adidas equipment and attire at all practices and other training sessions. When Adidas brand items are not available, generic clothing and equipment are encouraged
- 7.3. Warm-Up Suits & Optional Merchandise: Warm-ups, sweatshirts, hats, and other official optional items are available for the Vail Valley Soccer Club. These items can be ordered through the Executive Director and the club will keep a limited inventory in the office for samples
- 7.4. Goalkeepers: VVSC goalkeepers are encouraged to wear official Adidas goalkeeper jerseys in league and tournament play. Individual players may purchase a personal Adidas goalkeeper's jersey in addition to a regular uniform top
- 7.5. Shoes: Individual players may choose their own brand, style and color of shoes
- 7.6. Numbers: Uniform numbers are assigned in coordination with teams in the same age group to eliminate duplication of numbers among players. This also eliminates number conflicts as players move from one team to another within an age group. The VVSC Executive Director, with the assistance of team managers, will coordinate uniform orders and assigning of jersey numbers. When possible, number requests will be honored but only when it will not create a duplicate number in an age group

- 7.7. Printing on Uniforms: The Club logo and player's number will be the only printing on VVSC jerseys. If a team should desire to have other printing on their uniform, it will be at the discretion of the Executive Directors
- 7.8. Shin guards: In accordance with CSA regulations, all players must wear shin guards at practices and games
- 7.9. Uniform Recycling: Recycling is encouraged and is handled on an ongoing basis through the VVSC office
- 7.10. Uniform Kits: Refer to Appendix C
- 8. GAMES/FIELDS
  - 8.1. Team Schedules: Shortly before each season, coaches will receive game schedules from CSA. Managers are responsible for seeing that the schedule is distributed to each player.
  - 8.2. Game Postponement:
    - 8.2.1. Postponement of any game will conform to CSA policy (see CSA Rules for details).
    - 8.2.2. The Referee Assignor must be notified at least 7 days in advance if a home game will not be played.
    - 8.2.3. A Mountain Recreation, VRD, or VVSC official will determine if weather conditions have made the VVSC home fields unplayable. If a VVSC coach determines the field to be unfit for play, he or she may also postpone a game. All postponements will be recorded on the VVSC voicemail and website.
  - 8.3. Game Day Cancellations: VVSC coaches, players, managers and parents should call the Club office (970-390-7994) or check the VVSC website on a weekend game day to determine if the fields have been closed due to weather. A phone tree may be set up by the team manager to notify all the players on their team.
    - 8.3.1. If VVSC home games have been canceled, COACHES OR MANAGERS MUST CALL THE OPPOSING COACH TO ADVISE THEM OF THE CANCELLATION.
    - 8.3.2. IF PLAYING AN AWAY GAME, VVSC COACHES WILL NEED TO CALL THE OPPOSING COACH ABOUT THEIR FIELD CONDITIONS BEFORE TRAVELING.
    - 8.3.3. If the games have not been canceled, all players should come to the field at the scheduled time. DO NOT ASSUME GAMES ARE CANCELED IF IT SNOWED THE NIGHT BEFORE THE SCHEDULED GAME. CHECK THE WEATHER HOTLINE.
    - 8.3.4. If the fields are cleared due to lightning, all players, coaches, referees and spectators must wait in their cars until the individual who has made the decision to clear the fields has determined it is safe to resume play. The delay will

be no longer than 45 minutes and all players and coaches are expected to stay until 45 minutes have expired.

8.4. Practice Cancellations:

8.4.1. A team coach may cancel a practice due to scheduling conflicts among players and must notify the Club office and team manager, who will alert each family.

8.4.2. Practices may be canceled by the Club if the fields are determined to be unplayable. All players, coaches, managers and parents should call the Club office or visit the website before traveling to practice to learn of field closures.

8.5. Onsite Game Day Cancellations: In the event there is a need to cancel or delay games due to inclement weather (especially due to lightning), this is the procedure that should be followed by all VVSC members.

8.5.1. If there is a Mountain Recreation or VRD employee present, they will make the judgment as to whether games need to be stopped due to field conditions and when they can restart. If there is no public official, then a VVSC Director will make the judgment. If there is no VVSC Director present, then the center referee will make the judgment.

8.5.2. At any time, the center referee can make the decision to clear their field if they feel that the conditions are unsafe. It is solely up to the center referee to make a determination. Coaches may assist the referee in the decision, if necessary. All coaches will respect the decision of the center referee.

8.5.3. In the absence of a referee, the decision can be made by the coaches.

8.5.4. If at any time a parent feels that their child is endangered due to the weather, we recommend that they take their child to the nearest shelter.

8.5.5. If the fields are cleared due to lightning, refer to Section 8.3.4.

8.6. Make-up and "TBA" Games

8.6.1. Each team is responsible for rescheduling games that are canceled.

8.6.2. Rescheduling of home games should be coordinated with the Referee Assignor so that an available field and referee can be reserved.

8.6.3. All make-up games must be scheduled and completed in accordance with CSA guidelines and schedules.

8.7. Disciplinary Action Regarding Games: Any team refusing to take the field at a scheduled league game may face Club disciplinary action. Teams that forfeit league games will pay the required VVSC issued \$500.00 fine out of the TEAM'S budget, not the Club's.

9. TOURNAMENTS

9.1. General Information

9.1.1. VVSC requires all players traveling to tournaments to adhere to VVSC Player Code of Conduct (See Section 15) while representing VVSC.

9.1.2. Staff and Team Coaches should consult the CSA website [www.coloradosoccer.org](http://www.coloradosoccer.org)), or Gotsoccer for information on Colorado tournaments.

9.1.3. VVSC encourages participation in pre and post season tournaments in order for teams to remain competitive. Coaches and Team Managers of teams that are interested are responsible for compiling a list of appropriate tournament options for their team at the beginning of the season. The team (with parental input) and coach will decide which tournaments to attend. Teams will participate in all required VVSC tournaments (See Section 9.2 & 9.4).

9.1.4. The use of team nicknames is not permitted when registering for any tournament. All teams will register with their official VVSC team name.

9.1.5. The Vail Valley Cup, The Cindy Eskwith Memorial Tournament and VVSC College ID Camp will be included in player fees each year.

## 9.2. Vail Valley Cup, Cindy Eskwith Memorial Tournament

9.2.1. This is a VVSC sponsored tournament for non-premier U10-U14 boys and girls teams.

9.2.2. It is REQUIRED that each regular season VVSC team (U10-U14) field a team, exceptions made by Executive Director and DOC.

9.2.3. Parent volunteers are expected to actively participate in tournament operations.

## 9.3. Out of State Tournaments

9.3.1. Consult CSA rules and procedures for out of state tournaments and travel. All procedures must be followed.

9.4. Colorado State Cup Competition: This is the most prestigious instate competition available. All teams playing at the Premier level or higher are encouraged to participate during the appropriate season (U12-U19 boys and girls) at the team's expense. VVSC College ID Camp will be free to VVSC membership for teams U13-U19.

# 10. TEAM/CLUB FUNDS

## 10.1. Team Accounts

10.1.1. VVSC maintains a single checking account in which all team funds, as described below, are deposited and from which various team-related expenditures are paid. Because VVSC is a non-profit entity, organized pursuant to section 501(c)(3) of the Internal Revenue Code, all funds in this account may only be used for the benefit of the Club as a whole or for specific teams and cannot be used for the benefit of individuals.

10.1.2. The funds in this account are derived from the following sources: 1) donations earmarked for a specific team; 2) monies generated by fundraising efforts of specific teams; 3) other funds deposited in the account by specific teams for use by the team as a whole, such as money for equipment, tournaments, travel

and other team activities. The portion of the U15-U18 player fees for tournaments will be deposited in this account and will roll over to the next season if unused.

- 10.1.3. The Executive Director, under the direction of the VVSC Treasurer, manages the team funds. All funds are deposited to a single bank account and then allocated to the specific teams for which the deposits are intended. Ledgers for all teams are maintained by the VVSC Executive Director and are available for review by Club members. Copies of team ledgers are provided to team managers on a regular basis. Deposits to and disbursements from the team account will be made in accordance with instructions from team managers. Receipts will be required for disbursements. Teams will not be allowed to have a negative balance in their respective account.
- 10.1.4. As stated above, team funds may only be used in manners that will benefit the Club as a whole or a team as a whole. Individual VVSC members may not have access to team funds unless, at a minimum, all members of that player's team are afforded equal access, and the purpose for which the monies are used is permissible under the referenced IRS regulations. Permitted uses of team account funds include, but are not limited to, the following: 1) purchase of equipment such as nets, cones, balls, banners, flags and clothing for the team (where each member is provided the particular item of clothing), 2) payment of tournament fees, 3) payment of travel and per diem expenses for the team and its coach, such as hotel and airfare, when such travel involves overnight stay, 4) individual player trophies and awards, 5) non-monetary coaches' gifts, 6) soccer camps and clinics and 7) team parties.
- 10.1.5. Prohibited uses of team account funds include, but are not limited to, the following: 1) coaches normal expenses, 2) compensation for any adult such as the team manager or coach, 3) food, transportation expenses, etc. which are associated with participation in home and away CSA games within the state of Colorado and 4) any purchase or expense which benefits an individual player and not the entire team or Club. If in doubt as to whether an expense is allowable, ask the Executive Director for clarification.
- 10.1.6. As a general matter of policy, the funds in any particular team account are considered as being allocated to that team and not to the individual players on the team. Consequently, these funds will continue to be allocated to that team as it moves from one age group to the next. Correspondingly, when a player transfers to another team within VVSC or leaves the Club altogether, funds will remain with the team and will not follow the player except in the following situation: when a team disbands, players remaining in VVSC may take their pro-

rate share of the team's account to their new team, and all remaining funds in that team's account will return to the VVSC General Fund.

## 10.2. Team Fundraising

10.2.1. Individual teams are encouraged to explore options for team fundraising.

The team manager is responsible for overseeing team fundraising activities using parent volunteers as needed.

10.2.2. Teams must request permission from the VVSC Executive Director and/or VVSC President to engage in fundraising activities (subject to Section 10.2.4). Submitted proposals must specify the fundraising activities. Permission, when granted, will be effective for one year from the date of approval.

10.2.3. VVSC encourages development of teams willing and able to compete nationally and internationally. The Club cannot, however, commit financial resources to support travel for any of its teams, except those that must travel as a consequence of success in State Cup competition.

10.2.4. VVSC reserves the right to forbid or terminate any fundraising activity deemed inappropriate or inconsistent with the image and goals of the Club.

10.2.5. VVSC retains ownership, copyrights and control of usage of the VVSC logo.

10.2.6. VVSC may approve the use of the VVSC name on appropriate merchandise or other items. Approval requires advance notice of the nature of the merchandise and an information copy of the artwork.

10.2.7. All sales promotions must contain a disclaimer to the effect that the VVSC provides no express or implied warranty.

## 10.3. Team Sponsorship

10.3.1. Individual VVSC teams may not solicit or accept corporate sponsorship or corporate donations that would conflict with interests of the VVSC as a whole.

10.3.2. Sponsorship is contingent upon review and approval by the Executive Director.

10.3.3. Sponsor logos on VVSC uniforms, warm-ups and bags shall be prohibited unless all VVSC teams receive the sponsorship.

10.3.4. Sponsors or donations under other circumstances will be accepted by the Club to benefit the entire organization.

## 11. CLUB/TEAM EVENTS

11.1. VVSC Annual Meeting: Election of VVSC Board Members takes place at an annual meeting held each May. Nominations for these positions are solicited during the preceding months. In addition to the election of Board Members, the meeting includes a summary of the past year, upcoming concerns and issues, annual financial reports and goals.

## 12. VOLUNTEERS

## 12.1. Volunteer Opportunities:

- 12.1.1. Team Managers are needed for each team to help organize and communicate between players, families and coaches. Team Managers are volunteers who support the Team Coach of one team.
- 12.1.2. Team Manager are entitled to receive a \$75 credit for their role as TM.
- 12.1.3. VVSC Board Members serve a one or two year term on the Board of Directors which meets monthly to steer the Club and oversee operations. Board Members will be credited 25% of one child's player fee each season. This must be requested.
- 12.1.4. Office support is needed throughout the year with mailings, cleaning, and general organization.
- 12.1.5. Tournament Volunteers are used at every field throughout the Vail Valley over the tournament weekend as Field Marshals.
- 12.1.6. Committee Members are needed for Tournament, VVSC Raffle Coordinator, Budget & Financial Development, Referees, Coaching and Fundraising.
- 12.1.7. Volunteer Requirements
- 12.1.8. All VVSC members must volunteer 4 hour per player. This can be accomplished through these opportunities; Raffle Coordinator, Vail Cup Field Marshaling, Support Staff during events and/or Fundraising Coordinator.
- 12.1.9. Families that do not complete a minimum of 4 hours of volunteering at any point in time throughout the year (June-May) will be assessed a \$200 fee at the end of the spring soccer season. This fee will be charged to a credit card on file, which must be provided by the family at the time of registration. Families will also have the ability to "opt-out" of required volunteer hours, by paying the \$200 fee prior to the start of the fall soccer season.
- 12.1.10. All VVSC members must participate in the VVSC Scholarship spring raffle. The money raised benefits the VVSC Scholarship fund.

- 12.1.11 **GRIEVANCES / DISCIPLINARY ACTION / APPEALS:** It is the opinion of the United States Soccer Federation, the governing body for the CSA and VVSC, that the vast majority of concerns/complaints received by a youth soccer organization can be adequately addressed by the Team Coach or Director of Coaching. Examples of issues deemed appropriate for the Team

Coach to independently resolve include: a pattern of behavioral issues and education re: policies/procedures and communication issues. The Coach and Director of Coaching will NOT independently address issues that involve a legal issue or potentially could impact the liability of the VVSC. These issues, or any other issue deemed necessary by the Coach(es), would be directed to the Executive Director and possibly Board of Directors.

#### 12.2.Procedure for Complaints:

- 12.2.1.Complaints received by the VVSC, either verbally or in writing, will be directed to the Executive Director. The VVSC office will maintain a logbook entitled “Complaint, Concern and Feedback Log Book”. A standardized log form will be utilized to document the following:
  - 12.2.1.1. Date of conduct.
  - 12.2.1.2. Date of complaint.
  - 12.2.1.3. Name, address and phone number of the individual making complaint.
  - 12.2.1.4. Best method to contact this individual.
  - 12.2.1.5. Description of complaint.
  - 12.2.1.6. Comments by Director.
  - 12.2.1.7. Date and action taken by Director
- 12.2.2. Upon documentation of the complaint in the logbook, the Director will initiate a contact with the involved parties, via phone conversation and/or meeting.
- 12.2.3. The Director has the authority, following said discussion, to take the following action, with detailed documentation in the Log Book:
  - 12.2.3.1. Discussion satisfactory, no further action.
  - 12.2.3.2. Reprimand.
- 12.2.4. Complaints deemed by the Executive Director to require further attention will be passed onto the Disciplinary Committee.
- 12.2.5. Any complaint against a Team Coach will be directed to the Director of Coaching after following the procedure outlined in Section 2.4.1. Any complaint against the Director of Coaching will be directed to the Executive Director. Any complaint against the Executive Director will be directed to the VVSC

President. Any complaint against a Board Member will be directed to the Executive Director.

### 12.3.Procedure for Disciplinary Action

- 12.3.1. Discipline Hearings may occur in the following general categories: 1) actions that may involve possible CSA sanctions, 2) all other actions by VVSC members that give rise to a complaint unresolved by the Executive Director and 3) grievances originating directly from CSA.
- 12.3.2. All grievances must be brought to the Disciplinary Committee (DC) in written form within 14 days of said incident.
- 12.3.3. The DC shall consist of the following five persons: Vice President, Executive Director, Director of Coaching and one Board Member appointed by the VVSC President. The VVSC President will sit on the DC but will only vote in the case of a tie. Should there be a conflict of interest with regards to a DC member and the grievance, then the President will appoint an alternate DC member from the Board of Directors.
- 12.3.4. The DC will have the discretionary power to establish the penalties applied to individuals brought before it. The DC is authorized to set specific conditions of probation and to establish penalties for probation violations.
- 12.3.5. Fair notice and opportunity for a hearing shall be accorded to any VVSC athlete, coach, trainer, manager, administrator, director, support staff, employee, parent, official, or VVSC member before the DC may declare that individual ineligible to participate in any athletic competition. Exception to the above may be made if the immediate supervisor or DC finds the complaint involves criminal activity, including but not limited to, physical, mental, emotional, or sexual abuse.
- 12.3.6. In accordance with USSF Bylaw 701, 702, 705, a participant or spectator shall have the right to:
  - 12.3.6.1. Notice of the specific charges or alleged violations of VVSC policy in writing and possible consequences if the charges are found to be true, within 14 days of receipt by the VVSC.
  - 12.3.6.2. Have a hearing before an impartial body of fact-finders on the charges within 45 days of the VVSC's receipt of a written report of alleged misconduct.
  - 12.3.6.3. Receive 21 days (from date of postmark) advance notice of the charges and of the date, time, and place of the hearing in which to prepare a defense.
  - 12.3.6.4. Attend the hearing in person.

- 12.3.6.5. The right to be assisted in the presentation of one's case at the hearing; the person assisting in the presentation shall not be allowed to speak unless they were a witness to the incident in question.
- 12.3.6.6. The right to bring witnesses to the hearing and to present oral and written evidence and argument.
- 12.3.6.7. The right to confront and question witnesses, including the right to be provided the identity of witnesses in advance of the hearing.
- 12.3.6.8. The right to have a record made of the hearing from a transcription of the audio taped recordings, if the proceedings are recorded per request of one of the parties, upon written request.
- 12.3.6.9. Receive written notification of the DC's findings, conclusions, actions and full explanation of his/her appeal rights, including the procedure for filing an appeal, and the time periods within which an appeal may be filed with the VVSC Appeal Panel. Except in extenuating circumstances, the decision shall be mailed within 10 days of the hearing by certified mail.
- 12.3.6.10. Appeal any decisions to the Appeals Panel, and beyond, in accordance with these Rules and Procedures.
- 12.3.6.11. No ex-parte communication is permitted between or among any and all parties involved in the incident or those involved in rendering a decision or procedural determination with the exception of providing explanations involving procedures.
- 12.3.6.12. Violations of any or all of the hearing procedures may become grounds for dismissal of the complaint or automatic appeal; or immediate disciplinary action taken against the charged party or parties.
- 12.3.6.13. After both sides have presented all testimony, the DC shall retire to executive session to deliberate and decide. The decision shall represent the considered judgment of the majority of the voting DC members who hear the evidence presented at the hearing.
- 12.3.6.14. Any suspension stated in these rules shall commence with the next sanctioned game in which the suspended individual would otherwise be eligible to participate.
- 12.3.6.15. Participants whose misconduct outside of Colorado is reported to the VVSC shall be subject to VVSC discipline as though the offense had occurred in Colorado.
- 12.3.7. The VVSC President will report the result of any DC action to the complainants.
- 12.3.8. With regard to grievances originating directly from CSA, the DC shall request copies of all disciplinary letters from CSA to player-members or coaches

and will consider and recommend to the full Board subsequent action by VVSC.

12.3.9. Should a player-member or coach face a CSA disciplinary hearing or wish to appeal a CSA sanction, the DC shall consider whether intervention and/or action by the VVSC Board in support of the player or coach is appropriate.

12.3.10. Subsequent to any appeal and hearing process, should a CSA-imposed sanction against a player-member or coach for violence on the field of play stand, the DC shall consider recommendations that include immediate withdrawal of the player's pass or coach's card for the duration of the current and subsequent playing season. The DC shall take a particularly unsympathetic position with regard to penalties for violence on the field of play.

12.3.11. Under no circumstance will a player whose player pass has been withdrawn by CSA or by VVSC be eligible for a refund of any fees paid to VVSC by reason of inability to play.

12.4. Procedure for Appeals: Any person wishing to appeal the decision made by the DC must submit written Notice of Appeal to the Executive Director stating the misapplication of rules or violation by the DC. Notice of the Appeal must either be delivered to the Executive Director or postmarked within 10 calendar days of the postmark on the DC Decision.

12.4.1. The VVSC Appeal Panel (AP) will consist of three members of the current VVSC Board and will be appointed by the President of the Board of Directors to hear the appeal. Said Board members must be unbiased and unaffiliated with the current case. The AP's decision in such matters is final.

13. NO TOLERANCE POLICY: The VVSC coaching staff, Board of Directors and center referees may request the immediate removal of a coach, assistant coach or spectator from the game site for the following reasons:

13.1. Use of foul language.

13.2. Verbal and /or physical harassment of the referee or linesman.

13.3. Non-compliance with the VVSC game policies and standards of conduct.

13.4. Verbal or physical confrontation with a coach, player or spectator.

13.5. Derogatory comments directed at any player.

13.6. The center referee will issue a RED CARD to the offending party and will note the individual's name on the referee card, and will submit it to the VVSC office within two days of the game. The Director of Coaching has the right to temporarily suspend coaching privileges or spectator viewing rights. The Director of Coaching may recommend to the Board of Directors the possible removal of the offending player, parent, coach or spectator from VVSC membership.

14. PLAYER CODE OF CONDUCT

- 14.1. VVSC players strive to represent the highest level of good sportsmanship, character and respect for themselves, teammates, coaches, opponents, referees and the game. VVSC players pledge to:
- 14.2. Praise teammates just for participating.
- 14.3. Look for positives in teammates.
- 14.4. Stay calm when teammates make mistakes and encourage them to keep playing hard.
- 14.5. Have reasonable and realistic expectations of teammates.
- 14.6. Avoid putdowns, sarcasm, and ridicule.
- 14.7. Encourage teammates not to get down on themselves or others.
- 14.8. Emphasize teamwork.
- 14.9. Realize the commitment to the team and VVSC and make every effort to be at all practices and games on time and ready to play.
- 14.10. Give their best efforts, working equally hard for the team and self. Do not use drugs, alcohol, or tobacco products.
- 14.11. Come prepared to practices and games with the proper equipment.
- 14.12. Know, understand and abide by the rules of the game.
- 14.13. Take proper care of uniform and equipment.
- 14.14. Follow CSA rules.
- 14.15. Notify coaches when missing or arriving late.
- 14.16. Win without gloating.
- 14.17. Accept the decisions of the officials with good grace.
- 14.18. Control temper.
- 14.19. Tolerate defeat without complaining or excuses.
- 14.20. Not use profanity, abusive language or negative personal remarks.
- 14.21. Treat players, parents, opponents, coaches, and officials with fairness, generosity, courtesy and respect.
- 14.22. Represent the VVSC well and in good light during all times while traveling to tournaments.

## 15. PARENT CODE OF CONDUCT

- 15.1. By registering a child to the VVSC parents are agreeing to abide by the VVSC Parent Code of Conduct. Any breaches of these standards of conduct can result in a child's suspension and a member's removal from the VVSC. Comments and behaviors of any member which contradict the mission statement or disrupt the functioning of a team or the VVSC can result in the suspension and / or removal from the VVSC on recommendation of the DOC. The parent or guardian plays a key role in the development of the soccer player. Obviously, the parent or guardian has tremendous influence on the values, attitude, and outlook on the life that a child

develops, including those related to playing soccer. VVSC Parents will abide by the Parent Code of Conduct:

- 15.1.1. Provide positive support and encouragement to their child, other players on the team and opponents at all times.
- 15.1.2. Promote practice at home and development outside of VVSC regular season.
- 15.1.3. Bring child to practices (usually 15 minutes early) and games (typically 45 minutes early) on time.
- 15.1.4. Notify the coach when practices and games will be missed or arrived at late.
- 15.1.5. Allow the coach to coach.
- 15.1.6. Will not give players instructions during the game.
- 15.1.7. Allow the players to play.
- 15.1.8. Allow the referees to call the game without addressing comments to them.
- 15.1.9. Support the team with active volunteering.
- 15.1.10. Support the VVSC with active volunteering.
- 15.1.11. Look for positives in the coach, players and referees.
- 15.1.12. Have realistic and reasonable expectations.
- 15.1.13. Remind their child to not get down on himself/herself and to play with commitment.
- 15.1.14. Maintain a “Fun is #1” attitude.
- 15.1.15. Learn and understand the rules of the game.
- 15.1.16. Learn the VVSC rules and policies.
- 15.1.17. Encourage their child to talk to the coach as needed.
- 15.1.18. Approach coaches with questions or concerns directly.
- 15.1.19. Avoid gossip about players, coaches, and the team.
- 15.2. Complaints regarding the VVSC coaches / assistant coaches / trainers should be addressed first to the specific coach. If resolution is not satisfactory, refer to Section 2.4.1 for how to proceed.
- 15.3. Non-coaching concerns regarding the VVSC should be documented in writing and sent to the attention of the Executive Director. If resolution is not satisfactory, document your concerns in writing to the attention of the President of the Board of Directors.
- 15.4. As a role model of good sportsmanship, VVSC parents:
  - 15.4.1. Control their temper.
  - 15.4.2. Accept decisions of officials with good grace.
  - 15.4.3. Treat players, coaches, directors, staff, other parents, opponents, and officials with fairness, generosity, courtesy, and respect.
  - 15.4.4. Discourage unfair gamesmanship.

15.4.5. Will not use profanity, abusive language, or negative personal remarks.

15.4.6. Understand that coaches are held responsible for parent behavior during games. Parents will respect the coaches' and referees' requests for appropriate sideline behavior.

2020

## Appendix A

### Coach Pay Fee

VVSC Team Coaches shall be compensated for each season according to the scale below. THIS SCALE MAY BE ADJUSTED UP WITH BOARD APPROVAL IF THE COACH HAS SPECIFIC COACHING AND/OR PLAYING EXPERIENCE.

#### Mountain Region:

\$1200 preseason, plus mileage

Denver Advance League: plus mileage

E License \$1750

D License \$2000

C License \$2250

B License \$2500

A License \$2750

\$250 for every additional license, example National Certification

The Director of Coaching has more responsibilities than a Team Coach. Therefore, his or her salary will be negotiated by the Executive Director and approved by the VVSC Board President.

## Appendix B

### Player Fees

U10 Academy \$600/year – includes Fall to Spring

U11/U12 \$1100/year – includes Fall to Spring

U13/U14 \$1200/year – includes Fall to Spring

U15-U19 \$700/year – includes Fall to Spring

## Appendix C

### Uniforms

All VVSC players are required to have a VVSC uniform.

Required Boys Uniform Package: Home and Away Jersey, One pair of navy shorts, White Socks and Navy Socks

Required Girls Uniform Package: Home and Away Jersey, One pair of navy shorts,  
White Socks and Navy Socks

## Appendix D

Useful Links:

[www.vailsoccer.com](http://www.vailsoccer.com)

[www.coloradosoccer.org](http://www.coloradosoccer.org)

[www.soccerfieldsofcolorado.com](http://www.soccerfieldsofcolorado.com)