

Loudoun Soccer Financial Policies 2021-2022

ECNL and Travel Programs

Overview

Our Financial Policies have been established to:

1. clarify the financial commitment undertaken by families in accepting a position on a Loudoun Soccer ECNL or Travel team;
2. ensure the ongoing financial stability of our ECNL and Travel teams;
3. outline our refund policies and procedures.

TABLE OF CONTENTS:

- I. Fees
- II. Financial Commitment
- III. Club Fee Payment Schedules
- IV. Penalties for Non-Payment
- V. Refund Policy
- VI. Refund Request Procedure
- VII. Financial Assistance Program
- VIII. Financial Assistance Application
- IX. Multi-Player Family Discounts
- X. Volunteer Requirement
- XI. Team Fundraising
- XII. Coach Reimbursement Policy



I. Fees

Players accepting a position on a Loudoun Soccer ECNL or Travel team assume responsibility for fees to defray the costs associated with the program. These fees do not generate a profit for our non-profit Club; they simply cover the expenses associated with ongoing programming, and must be collected in a timely fashion to ensure financial continuity for the Club and its teams. Fees include, but are not limited to:

- **Club Registration Fees:** Fee payable to Loudoun Soccer for the 2021-2022 seasonal year, covering coach compensation, field use, league fees, administrative expenses, referee fees, Training Academy (for applicable teams), supplemental player insurance, background checks, etc.
- **Uniform Fees:** Families purchase their players' uniform kits directly from our approved vendor. Custom Loudoun Soccer uniform kits are updated every other year. 2021-2022 marks the beginning of a new 2-year uniform cycle. (Detailed uniform purchase information can be found on the Loudoun Soccer website.)
- **Travel Team Fees:** Team fees are paid directly to the team, and cover costs specific to the team such as equipment, team events, tournament registration, coach travel, extra training sessions, field rental costs, administration, etc. Early in the season, the Team Treasurer will provide families with an estimated team budget, and will collect team fees on a payment schedule. At the end of each seasonal year, any excess team fees are refunded to the families. (Money collected from team fundraisers or sponsorship [see Section XI] belongs to the team and cannot be refunded to individual families.) Returning players may transfer their balance due to the team account for their following seasonal year, or request a refund check. Players not returning to a Loudoun Soccer team will receive a refund check. Travel Team fees are generally collected by the Team Treasurer, who manages the team accounting.

ECNL Team Fees: ECNL team fees will be collected by the ECNL Program Manager. Team fees are based on each specific team's requirements, and include conference travel for coaches, tournament entrance fees, coach travel to tournaments, administrative costs, etc. ECNL team fees must be paid on time. All players selected for Loudoun Soccer club organized travel are responsible for paying the weekend travel fee. Personal travel costs for player and family are not covered by team fees. Please note that ECNL team fees are not included in financial assistance awards. Any ECNL player who is more than 60 days in arrears on either Club or team fees may be suspended from team activities.

II. Financial Commitment

In accepting a position on a Loudoun Soccer ECNL or Travel team, a player and his/her family are agreeing to a financial commitment to that team for the entire seasonal year. Except in specific circumstances, players leaving the team before the end of the seasonal year are expected to pay Club fees in full without regard to when the player withdraws, as such fees are a part of the team's overall budget for the year. Additionally, players are responsible for all team and tournament fees regardless of whether the player participates.

III. Club Fee Payment Schedules

Families joining a Loudoun Soccer ECNL or Travel team may choose one of three payment options:



1. Payment in full.
2. Four monthly installment plan. Club fees are divided into 4 equal installments, plus a \$10/month service charge for four consecutive months.
3. Nine monthly installment plan. Club fees are divided into 9 equal installments, plus a \$10/month service charge for nine consecutive months.

These options may be subject to change for players joining after August 2021.

Automatic Payment: Payment information for families choosing an installment plan will be kept on file and automatically charged each month. Families are responsible for ensuring their forms of payment are viable and up to date. When a payment is declined, payment information must be updated in the account within 5 business days. Although the Club will make every effort to contact the family to provide a new form of payment, the burden is on the family to notify Loudoun Soccer of a lost, stolen, expired, or denied credit card.

Multi-Payer Families: Families that share expenses between multiple parties (e.g., separated and divorced families, shared custody situations, grandparents, friends, etc.) must designate a single primary party responsible for coordinating payments. Loudoun Soccer cannot collect fees from multiple sources.

IV. Penalties for Non-Payment

Because fees cover ongoing operating expenses, including coaches' salaries, families are expected to make payment in a timely fashion.

Any player whose account is more than 2 payments in arrears of **Club fees** will be contacted by the Club to make arrangements for payment. Players are expected to pay **team fees** promptly according to the schedule provided by the Team Treasurer. (Please note that players are responsible for tournament fees regardless of whether the player participated in the tournament.)

Delinquent players may be suspended from play, including practices, games, tournaments, and events. Any player whose family is not current on payments at the end of the seasonal year will be unable to participate in end-of-season events and will be **ineligible for try-outs for the following season.**

In accordance with VYSA policy approved by VYSA in April 2012, players may be removed from the roster for failure to meet financial obligations, as outlined in VYSA Registration Manual (5.27). If a player is removed for non-payment, or requests release from the Club but is in arrears, the Club will notify VYSA (USYS) that player release has been denied pending payment of fees.

In extreme cases where a family fails to make team fee payments, Team Treasurers must re-calculate team fees, with the outstanding balance divided evenly among the remainder of the families on the team.

V. Refund Policy

Any player meeting one of the criteria below may be eligible for at least a partial refund of Club fees. (Refunds of team fees may not be possible, as team finances are budgeted against a certain number of players on the roster; families should consult with their coach regarding any potential refund of team fees.)

- **Team Viability:** In the unlikely event a player has accepted an invitation to join a Loudoun



Soccer Travel or ECNL team, and has paid some or all of his/her annual Club fees, and due to an inability to form a full roster the team is disbanded, the player is entitled to a 100% refund of their Club fee payment. Fees may be adjusted if some services have been provided (e.g., if the team received training prior to disbanding).

- **Serious Injury:** Any player who incurs a serious injury lasting more than 3 consecutive months between August and May will be entitled to a refund equal to 15% of their annual Club fee, assuming the player does not train or participate in games during this time. Eligible players missing two separate periods of more than 3 consecutive months of play between August and May will be entitled to a refund equal to 30% of their annual Club fee. Under no circumstances will an injured player be entitled to a refund greater than 30% of their annual Club fee. In requesting a refund due to injury, families must provide a doctor's note with details about the injury.
- **Family Relocation:** Player families who relocate outside of the Northern Virginia league area prior to October 1 will be entitled to a refund of 30% of their annual Club fee. (Loudoun Soccer league affiliations include ECNL, CCL, EDP, NCSL, ODSL.) Players relocating after October 1 will not receive a refund. Exceptions may be considered on a case-by-case basis upon review by the Club.

Any player submitting a refund request due to injury or relocation will be removed from the team roster when the refund request is received. Thus, injured players who wish to continue to attend team events and return to the team should not apply for a refund.

Loudoun Soccer occasionally moves players between teams during the seasonal year. If an intra-Club move is made, pro-rated Club fees will be payable/refundable if the annual cost of the new team differs from that of the original team. Balances can be paid at once or added to remaining payments on an existing payment schedule.

While Loudoun Soccer acknowledges that families may have other priorities that supersede their player's soccer schedule, no refunds will be made for missed events.

Similarly, because the majority of Club expenses are committed regardless of individual field closures, missed games or practices due to inclement weather or other causes beyond the control of Loudoun Soccer are not subject to a refund. Although the Club will make all reasonable efforts to find alternate locations for and/or reschedule cancelled games or major events, in most cases, the coach and/or the Club are not obligated to make up cancelled practice sessions.

VI. Refund Request Procedure

COVID-19 Refund Policy: If on-field training never begins because of COVID-19, 100% of fees will be refunded. If on-field training begins but the season is subsequently interrupted or canceled as a result of COVID-19, refunds or credits will be issued for the period of the interruption.

All other refund requests for ECNL or Travel must be submitted in writing by one of the player's parents. Completed refund requests should be submitted as follows:

- For the **ECNL Program**, requests should be addressed to the ECNL Program Manager (tpm@loudounsoccer.com), copying the appropriate ECNL Director (Girls:



evans.malyi@loudounsoccer.com; Boys: Maurice.hughes@loudounsoccer.com).

- For the **Travel Program**, requests should be sent to the Travel Program Manager (tpm@loudounsoccer.com), copying the Director of Coaching (johara@loudounsoccer.com) and the player's coach.

VII. Financial Assistance Program

Loudoun Soccer is committed to ensuring that all players have the opportunity to participate in our programs regardless of economic status. As such, Loudoun Soccer offers a Financial Assistance program to help qualified families offset Club fees. Financial assistance awards are for a single seasonal year, and must be applied for annually. Financial assistance covers Club fees only; families receiving financial assistance are expected to pay uniform fees (at a discounted rate) and team fees.

To receive financial assistance, several qualifications must be met:

- **Eligibility:** Because qualification is based primarily on family income, all families applying for assistance must submit income verification documents.
- **Thresholds:** For the 2021-2022 seasonal year, the eligibility threshold will be an annual gross family income of \$65,000 or less . For families who exceed the family income threshold, other factors, such as unemployment or financial hardship will be considered and must be detailed in the financial assistance application.
- **Verification:** All families applying for financial assistance must submit copies of one of the documents below. (Loudoun Soccer reserves the right to request additional information.)
 - Free or reduced lunch documentation (prior year)
 - Medicaid card
 - Most recent 1040 income tax return

Financial assistance funds are finite; qualifying families applying after the fund has been exhausted may be turned away despite their qualifications or application date. Families are therefore encouraged to apply early and completely for the best chance of receiving an award. Incomplete applications will not be considered until all required information and documents are received.

- **Volunteer Service:** In keeping with Loudoun Soccer's core values of Stewardship, Teamwork, Integrity, Fairness and Fun, all Loudoun Soccer ECNL and Travel teams are expected to give back to the Club by volunteering for the Loudoun Soccer events and/or fundraisers as needed. Each family on a Loudoun Soccer ECNL or Travel team is required to donate a minimum of four (4) volunteer hours at a Loudoun Soccer event and/or fundraiser. Families receiving financial assistance are expected to volunteer an additional number of hours each season. Failure to complete required volunteer hours may result in suspension from team activities. Families and players unable or unwilling to contribute volunteer hours should not apply for financial assistance.

VIII. Financial Assistance Application



The financial assistance application form is available on the Loudoun Soccer ECNL and Travel webpages at LoudounSoccer.com.

- For the 2021-2022 seasonal year, **ECNL financial assistance applications** must be submitted no later than 5:00 pm on Friday, May 14 2021.
- For the 2021-2022 seasonal year, **Travel financial assistance applications** must be submitted no later than 5:00 pm on Tuesday, June 1, 2021.

Players seeking financial assistance must be registered for Loudoun Soccer Tryouts in their appropriate program (ECNL/Travel) for the 2021-2022 seasonal year. Players may submit paperwork prior to receiving an offer for a Loudoun Soccer ECNL or Travel team; however, the final evaluation process will not begin until the player receives an offer.

Loudoun Soccer will review all completed applications and will award financial assistance within 15 days of the application deadline. As noted above, funds are finite, so families are encouraged to apply as early as possible for their best chance of an award.

Families that experience a mid-season change in financial circumstances, or players added to rosters late in the season may notify the Club and submit a financial assistance application after the deadline, as funds may remain available after the initial application period. Eligibility, threshold, verification, and contribution conditions are the same as outlined above.

Notification of the committee's decision will be sent to the applicant via email, with instructions for accepting any award. Awards must be accepted and any initial payment made within 10 days of receipt of the offer. After this deadline, the award may be offered to another qualified player. In the event a player has already accepted and made initial payment, any approved amount can be credited to the player's account.

Please note that financial assistance awards are made on a sliding scale.

Completed applications, including all documents, should be emailed to:

chris.stanley@loudounsoccer.com

Director of Finance

Loudoun Soccer

Incomplete applications will not be considered until all information and documents are received.

IX. Multi-Player Family Discounts

Since families with multiple Loudoun Soccer players experience significant associated costs, the Club waives Club fees for the fourth (or more) player in a family. The waiver applies to the family member with the lowest Club fees, and does not include Loudoun County Parks and Rec fees. Qualifying families should contact chris.stanley@loudounsoccer.com for assistance. (Please note that no discount is available for any portion of a player's team or uniform fees.)

X. Volunteer Requirement



Loudoun Soccer travel players and families are expected to volunteer at Loudoun Soccer events and/or fundraisers as needed. **Each family on a Loudoun Soccer ECNL or Travel team is required to donate a minimum of four (4) volunteer hours at a Loudoun Soccer event and/or fundraiser.** Past Club events have included the Loudoun Soccer Gala Night, the Loudoun College Showcase Tournament, the Loudoun Premier Cup, the Loudoun Soccer Rec 1 Jamboree, an annual 5K race, etc. Families will be notified of available volunteer opportunities throughout the season.

Please note that, as a nonprofit organization, many employers and schools provide credit for community service hours to the Club as well.

XI. Team Fundraising

Teams may wish to fundraise to help defray team fees. While teams are encouraged to fundraise through restaurant nights and similar events, please contact the Club's Sponsorship Manager for approval and information. Teams interested in direct-to-team sponsorship from local businesses must also receive approval from the Sponsorship Manager, as such sponsorships may conflict with existing Club sponsors.

Teams are not authorized to sell Loudoun Soccer logoed merchandise.

XII. Reimbursable Coach Expenses

Loudoun Soccer employs professional coaches and trainers as staff or subcontractors. Because the Club must report all wages, tips, and other compensation paid to an employee or subcontractor to the IRS, Loudoun Soccer teams and parents are prohibited from paying any coach or trainer directly for services beyond those specified herein. Extra sessions beyond those scheduled in any season must be booked and paid for through the Club. Please contact tpm@loudounsoccer.com for booking information.

While teams are generally forbidden to make direct payments to the coach there are exceptions, which are enumerated below:

- **Hotel Expenses:** Loudoun Soccer paid coaches are expected to stay in the same hotel, or a hotel of comparable cost, as their team. The team will reimburse the coach for the cost of the hotel room. The team will not reimburse the coach for miscellaneous personal charges.
- **Meal Expenses:** When a paid Loudoun Soccer coach is attending a team tournament, Virginia National Championship Series, or League game outside the Baltimore, Winchester and Fredericksburg radius, the meal expense is limited to a maximum of \$50 per day, including taxes and tips. For international travel, the meal expense is limited to an amount considered reasonable and customary for each particular location, and should be agreed upon prior to travel. Daily limits cannot be rolled over to the next day.
- **Personal Vehicle Use for Travel:** Loudoun Soccer paid coaches traveling to a team tournament, Virginia National Championship Series, or League game outside of the Baltimore, Winchester and Fredericksburg radius are eligible for vehicle or travel expense reimbursement. The team will reimburse the coach for the total miles driven in a personal vehicle at the IRS-standard mileage rates for the year. Road, bridge and tunnel tolls as well as parking fees will be reimbursed by the team provided receipts are submitted. Fuel, maintenance, and insurance costs will not be reimbursed when a personal auto is used for these purposes; these costs are included as components of the standard mileage rate. Loudoun Soccer is not responsible for



damages to a coach's personal vehicle during such trips. Note: In the case of Club-sponsored bus trips, coaches are required to travel with the team to reduce travel expenses.

- **Airline Travel:** When travelling by air, a coach is expected to book his/her ticket in coach/economy class. While the team will reimburse the coach for the price of the airline ticket, if the coach makes adjustments to his/her flight schedule for personal reasons and additional fees are incurred, the team will not reimburse the coach for the additional fees. If the coach prefers to travel to a distant tournament (e.g., Disney) by alternate means, the coach may request the cost of the airline ticket (at the lowest available fare) be paid to him/her directly, these funds to be applied to travel and meals during the trip.
- **Rental Car:** If the team has traveled by air to a tournament, the coach may be reimbursed for a rental car. When renting a car, the coach should select a mid-size car, unless he/she will be transporting more than two individuals during the time of the tournament, at which time a full-size rental is permissible.

Coaches must submit travel reimbursement forms and all receipts to the Team Treasurer within 15 days of completing the trip. Original receipts should be provided where available.