



## **Alexandria Soccer Association Academy Handbook**

- 1 | Overview - 2
- 2 | Mission and Objectives - 2
- 3 | ASA Academy Program - 2
- 4 | Our Teams - 2
- 5 | Roles and Responsibilities - 2
- 6 | Team Formation and Composition - 4
- 7 | Soccer Calendar and League Play - 7
- 8 | Practices and Games - 9
- 9 | Tournaments - 12
- 10 | Player and Parent Conduct - 13
- 11 | Off-Season Activities - 14
- 12 | Uniforms - 15
- 13 | Team Communications and Decisions - 15
- 14 | Team Finances and Player Fees - 16

2019-2020

## **1 | Overview**

The Academy Soccer Program is a core program of the Alexandria Soccer Association (ASA), and serves as the travel soccer program in the City of Alexandria. The purpose of this handbook is to inform players, parents and coaches:

- The mission, objectives and policies of ASA's Academy Soccer Program
- The management of the Academy program
- Team decision-making
- Guidance for player participation
- Ways to contribute to the success of the program

All parents are required to read this handbook, and we encourage players to review it, too. The goal of this handbook is to promote the positive and fun environment that players and parents seek when they join the Academy program. Additionally, the handbook is intended to help coaches, parents and players understand the commitment families make as their sons and daughters join the Academy program. Finally, it also describes the objectives and operations within the program, all of which operate in accordance with this handbook.

## **2 | Mission and Objectives**

### **ASA Mission**

The mission of Alexandria Soccer Association is to provide instructional and competitive soccer programs that develop and motivate youth, build character, and make a positive impact on Alexandria and the surrounding communities.

### **Core Values:**

- We Create Community
- We Are Accountable
- We Persevere
- We Develop the Whole Person

### **Strategic Objectives:**

- Provide a premier soccer experience club wide that progresses and develops players within the game
- Promote participation through engagement with the communities least represented populations
- Ensure facility availability, development and appropriate access throughout city
- Support and develop the volunteer base in line with organization growth
- Board of Directors develops and builds capacity in line with the organization growth

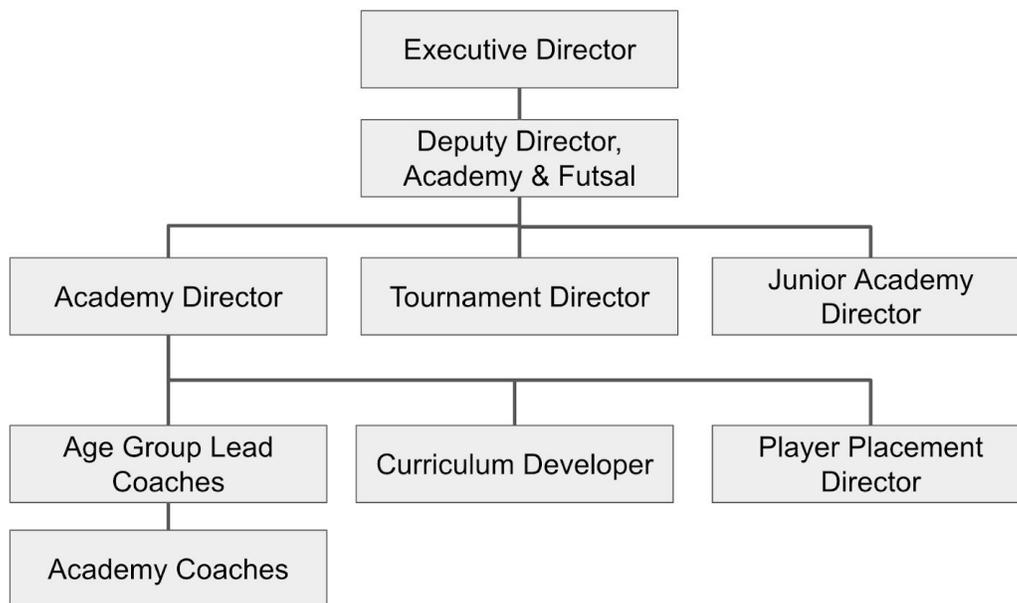
- Proactively resource the ASA staff to ensure developmental opportunities to support program growth
- Become the premier provider of Futsal in the region
- Diversify funding sources

### 3 | ASA Academy Program

The club's Deputy Director for Academy and Futsal (Chris Arnold) and Academy Director (Jennie Orloff) manage the day-to-day operations of the ASA Academy Program. All policy decisions of the Academy program are approved by the club's Executive Director (Tommy Park) and are subject to the bylaws of the ASA.

Technical Staff | The technical staff members develop standardized curriculum for the training and development of U9-U18 Academy players, select appropriate league and tournament play, and work with coaches on tryouts and roster selection. The technical staff includes:

- Executive Director
- Deputy Director of Academy & Futsal
- Academy Director
- Age Group Lead Coaches
- Junior Academy Director
- Tournament Director
- Curriculum Developer



## **4 | Our Teams**

ASA Academy teams currently compete in one of more of the following leagues: Club Champions League (CCL), National Capital Soccer League (NCSL), Eastern Development League (EDP), Acela league, and National League (NL). These are the premier boys and girls leagues in the Washington metropolitan area and regionally/nationally. The ASA Technical Staff monitors the game-day environments each year and determines if participation in a different league is appropriate and necessary for teams in the club.

ASA will seek to operate boys and girls Academy teams at each age level from U9 to U19. The Technical Staff will determine the appropriate number of boys and girls teams to establish and manage each year.

## **5 | Roles and Responsibilities**

### **Coach**

The coach is responsible for the composition of the team and is the leader on the field. He/she is also responsible for developing the players individually and as a team. With oversight from the ASA Technical Staff, the coach specifically:

- Decides which players will join a team roster after tryouts.
- Manages practices and executes club curriculum;
- Makes all game decisions including player positions and playing time;
- Is the only representative of the team authorized to address officials before, during, and after games;
- Makes all roster decisions and evaluates and selects new players when needed;
- Communicates to the parents directly or through the Team Manager; occasionally addresses the parents on overall direction, progression and performance of the team;
- Communicates with individual parents at the end of each season to discuss their player's progress through written player evaluations.

If the coach will be absent at a practice or game, the coach will work with the ASA Technical Staff to find an approved ASA replacement.

### **Team Manager**

The Team Manager is a parent volunteer responsible for the overall execution of the team administrative and logistical needs as set by the club and coach. The Team Manager:

- Be the admin of the team's TeamSnap account to send reminders and updates.
- Assist in gathering materials and registering players with VYSA and leagues
- Check the team in for tournaments.

- Support game day activities such as field set-up and player check-in, schedule changes and uniform color.
- Maintain and make available the team tent and bench (or designate another parent as the equipment manager).
- Maintain binder of team roster, player cards, etc.

The Team Manager helps the coach set the tone for behavior for both parents and players. As such, the Team Manager works in support of the coach and club to ensure:

- Sportsmanship, respect and courtesy are exemplified by the team, including toward other players, coaches, parents, opposing teams, referees and other officials and ASA personnel.
- A positive community environment is promoted among players, parents and coaches.
- The role of the coach is respected by parents and players.
- The mission, objectives, policies, rules and values of ASA and the leagues are supported and adhered to at all times.

The Team Manager will inform the ASA Academy Director of any issues within the group that may cause significant dissatisfaction to parents, players, coach or club, or any issues that could result in disciplinary action by the league of the club when they arise.

### **Coach and Team Manager Selection**

Coaching positions are filled at the discretion of the Deputy Director for Academy and Futsal. Academy leadership may remove a coach for any reason at any time.

Teams will solicit interest from parents to fill the role of team Team Manager. Team Managers will be approved by the Academy Director. If the team does not have a candidate or cannot agree on a Team Manager, the ASA Academy Director will select the Team Manager. The coach may replace the Team Manager with approval of the Academy Director. The Academy Director may also remove the team Team Manager for any reason at any time.

### **Team Sportsmanship Liaison (TSL) - Parent Volunteer | NCSL teams**

- The NCSL league requires that sidelines be managed by a responsible party other than a team coach. To facilitate a positive sideline environment, each team competing in NCSL will select a Team Sportsmanship Liaison (TSL).
- Teams should also select an alternate TSL in case the primary TSL is unavailable on game day.

*TSL rules vary between leagues. Details are available from league websites.*

## Other Roles and Parent Volunteer Involvement

In addition to team Team Manager, parents may be needed in other roles such as equipment manager, social coordinator, tournament liaison, or fundraising coordinator.

All families are expected to contribute their time in one way or another to support the operation of the team. This could include helping transport other players to games when their parents cannot make it, calling other parents as part of a formal or impromptu phone tree, registering the team(s) at tournaments, participating in fundraising activities, putting up or taking down goals on our home field, or acting as a sideline official.

## 6 – Team Formation and Composition

### Roster

Each age group / team will fill roster slots through tryouts in late May or early June. Returning players in an age group may be asked to move from one team to the other (within the age group) at the discretion of the coach at the end of tryouts, or may be recommended for a different ASA program. Our aim is for each ASA player to have a great experience by competing at his or her most appropriate level. The following chart shows the number of field players and target size for the roster for each age group.

Player Year	Field Players	Target Roster Size
U9/U10	7	10 to 12 (max 12)
U11-U12	9	11 to 14 (max 16)
U13	11	15 to 18 (max 18)
U14-U16	11	16-22 (max 22)
U17+	11	16 to 22 (max 22)

### Tryouts & Player Evaluations

New U9 Teams: During the month of May, ASA's Technical Staff holds three tryout sessions each for boys and girls teams, and selects players for the teams.

All existing teams hold tryouts in May or June for the following year's team and may hold supplemental tryouts at other times of the year to fill vacant spots on the team.

It is important that evaluation criteria are transparent so that each player/parent fully understands the professional coaches' recommendation for placement within the ASA Academy or other programs. At tryouts, players will be evaluated on the following:

- Technical ability | First touch, ball striking, passing accuracy, dribbling, defending, goalkeeping
- Tactical ability | decision making, game awareness
- Physical ability | speed, endurance, agility
- Psychological attributes | Attitude, focus, respect

Roster decisions will be announced within a reasonable time, usually within two weeks of tryouts.

Team assignments are made by the age group head coach in consultation with the staff coaches and with final approval from Academy leadership. Players are assigned to the team and game-day environment that the coaching staff believes will best support the growth and development of each individual player.

### **Playing in a Higher Age Group**

A player may try out for a team at the next age level including U9 (subject to league rules) if no Academy team exists in the player's own age group or if the player can demonstrate skills and maturity that are sufficiently advanced for someone of his or her age as determined by the ASA technical staff. In most cases, if an Academy team exists in a player's true age group, that age group will be their core experience with playing up when appropriate.

All teams must receive approval from the Academy Director prior to registering an underage player.

### **Player Retention**

With each new team, ASA seeks to build a cohesive group of girls or boys that stays together for years to come. There will be times, however, when a player's continued membership on the team will become untenable for one or more of the following reasons:

- The player has not demonstrated the playing ability to make the roster in the next season, given the quality of existing and candidate players, as judged by the ASA technical staff
- Lack of ability to be effective within the team environment
- Inappropriate behavior or lack of respect to coaches or other parents
- Lack of commitment to the team as evidenced by repeated unexcused absences or frequent late arrivals at practices and/or games or ongoing conflicts with other activities that hinder the team's ability to achieve its objectives
- Repeated instances – or a single egregious instance – of poor sportsmanship or other negative behavior considered to be not in the best interests of the team or the ASA by the player or his/her parents

- Repeated violation of the policies delineated in this handbook by the player or his/her parents
- Lost interest in playing soccer or playing with the team.

When these situations arise, the coach or Team Manager should raise the issue with the coach and/or age group lead coach and they will discuss the situation with the player's parent or guardian. It will be the coaches' responsibility to resolve the matter in a manner that is fair to the player, the coach and the team; sensitive to the player; and respectful of the parent(s). These issues should be communicated as soon as they arise, except in the case of repeated instances of poor sportsmanship, the team will strive to delay decisions regarding player status until the end of that season. Parents are encouraged to do the same since it is generally difficult for a team to fill an open slot during the season.

### **New Players**

From time to time, a player will leave the team for one reason or another, opening up a slot for a new player. The ASA age group lead coach will be responsible for identifying candidates for the slot. ASA Academy players will receive consideration for open slots on ASA teams but the pool of candidates for any open roster slot need not be limited to existing ASA Academy players.

The Technical Staff and coach will be responsible for trying out the candidates and may decide to invite candidates to play on the team as guest players at practices or unsanctioned games. This will facilitate the evaluation of candidates under game conditions and allow the coach to assess the candidate's fit with the rest of the team.

The ASA Technical Staff will select new players based on:

- Demonstrated soccer ability and skills
- Past performance on other teams, particularly our own teams
- Potential as a soccer player
- Personal maturity
- Ability to learn and play within our team environment
- Potential fit of player and parents with our existing players and parents
- Commitment of player and his parents to playing with the team
- Ability to meet all ASA and league requirements.

When the coach selects a new player, the Academy Director will send an official invite and work with the parents to get the player registered internally with ASA and within the Virginia Youth Soccer Association (VYSA), which oversees the state rostering system.

ASA will *not* select players based on a family's ability to pay the team's full fee, rather ASA and the team will commit itself to supporting players with financial limitations to the extent practical. Families with financial limitations must make their situation known

to the technical staff, who will determine the level of subsidy in consultation with the ASA Executive Director and the Board of Directors. In particular, ASA and the team will make every effort to minimize costs for families whose player is on the free and reduced lunch program at his/her school.

## 7 | Soccer Calendar and League Play

The soccer year begins in August and ends in June. ASA offers year round programs to support players in traditional off seasons. The ASA technical staff with the age group coaching staff will release a specific calendar for each age group during tryouts. The calendar below is a model schedule.

<b>Activity</b>	<b>Timing</b>
Fall practice begins	August (third week)
<b>Fall Season</b>	<b>September (second weekend) to November (second weekend)</b>
Fall tournament(s)	Columbus Day weekend and/or post-season in November
Spring practice begins	Once / week in February
Pre-season tournament/festival	March (multiple weekends)
<b>Spring Season</b>	<b>April (first weekend) to June (second weekend)</b>
Spring tournament(s)	Memorial Day weekend or post-season in June
Summer training or camp	As scheduled

No league games are scheduled on Labor Day, Columbus Day or Memorial Day weekends; however most of our teams play in tournaments then. There are no games or tournaments scheduled on Easter weekend.

### League Schedules

A league season – either fall or spring – generally consists of 8 or 9 games, played once per week primarily on Sundays. During some seasons, the team may have a weekend(s) where it plays on both Saturday and Sunday. Occasionally, the team may have a bye weekend when there is no scheduled game.

Each of the Academy leagues publish schedules prior to the fall and spring season. The league sites include the schedule, information on league rules, directions to fields, game results and division standings (if applicable). The Team Manager will distribute the

schedule along with a contact list and directions to each game site. Parents and players can also visit the league's website to obtain such information.

CCL | <https://clubchampionsleague.com>

NCSL | [www.NCSL-soccer.com](http://www.NCSL-soccer.com)

EDP | <http://www.edpsoccer.org/>

National League | [http://www.usyouthsoccer.org/national\\_league/](http://www.usyouthsoccer.org/national_league/)

### **Game Rescheduling and Forfeits**

The coach should do everything in their power to field a team for all games. The leagues consider forfeiting a regularly scheduled or make-up game to be one of the most egregious offenses that a team can commit. A forfeit:

- Results in an automatic loss of the game
- May affect a newer team's initial placement within the league's division structure
- May affect the club's ability to enter new teams in the league in the future (a very serious consequence)
- Has an impact on the scheduled referees and our scheduled opposing team, its players, coaches and parents.

Teams in danger of forfeiting should check the league rules to determine what constitutes a forfeit. Generally, a team can fulfill its commitment even if it is short of the standard number of players on a side.

The league reschedules games that are cancelled or ended early due to rain. ASA and its teams may have little or no influence over the date and time of the make-up game since the leagues use field and referee availability as their criteria for setting the date and time. **Coaches and Team Managers should never contact the league or the opposing team to discuss rescheduling or a possible need to forfeit.** Rather, the team Team Manager or coach is encouraged to contact the Academy Director.

## **8 | Practices and Games**

### **Practices**

Practices are the most important factor in the team's ability to achieve its objectives. It is also one of the principal vehicles for developing individual skills during the year.

Practices are run by the coach, whose objectives are to:

- Teach players the skills and sense for the game that they need to develop into top-notch, team-oriented soccer players

- Teach the players the principles of sportsmanship, responsibility and accountability
- Build a strong sense of team among the players and coach
- Prepare the players for upcoming games

In-season regular practices run from September - November and March - June (or up until the final game of the season). Most teams hold preseason training sessions in late August and during February. The team will practice 2-3 times per week, generally on weekday afternoons or evenings. Teams of the same gender and age group will practice together to the extent possible. Prior to the beginning of each spring and fall season, the Academy staff will work with the coaches to set the practice days and times, subject to field availability. Practice times may be changed when Daylight Savings Time begins or ends.

While parents are welcome to observe practice, they should stay off the field and should not participate unless called upon by the coach. Parents may have informal conversations with the coach before or after practice as long as it does not interfere with the coach's work.

In addition to practices, the team may schedule scrimmages with other teams to prepare for regular season games or tournaments.

### **Games**

ASA teams have four objectives for games:

1. Execute in the curriculum training concepts in the game environment;
2. Exhibit the highest degree of sportsmanship;
3. Protect players from unsafe playing conditions; and
4. Promote an environment where the players can have fun and be proud of their collective and individual efforts and accomplishments.

Games are played in two halves with varying lengths based on the age group as shown below:

Player Year	Time per Half
U9-U10	30
U11	35
U12-U14	35
U15-U16	40
U17+	45

Players should be at the field with the coach, fully dressed and ready to warm up at least 45 minutes prior to game time. We encourage parents to give themselves extra time when driving to away games.

Half of our league games are played at home in Alexandria. ASA Academy teams play either at Simpson Fields, Ft. Ward Park, Witter, Minnie Howard Field or Ben Brenman Park. In some cases, home games may be played outside of Alexandria to accommodate the scheduling of referees. Away games are played at destinations usually within a 15-45 minute drive in U9 and U10, and usually within 30-60 minutes for older teams. Occasionally, an away game may require a trip of over an hour.

### **Player's Responsibilities**

At every practice and game, players should:

- Arrive on time ready to respect and listen to the coach(es);
- Bring a filled water bottle(s);
- Bring a soccer ball;
- Bring the alternate uniform (games only);
- Wear shin guards, socks over the shin guards and soccer footwear; and
- Be appropriately dressed for practice and the weather conditions.

Every player is expected to practice on his or her own outside of the regular team practices.

### **Game and Practice Attendance**

Being selected to play on an ASA Academy soccer team provides a girl or boy with a special opportunity to play at a high level. All players and parents should recognize that a decision not to attend practice or a game affects the entire team. During the spring and fall seasons, the team only plays 8-9 regular season games. We expect players to attend all regular season games. Attendance at practice is also critical to the players individual and team's development.

While the team expects all players to attend all games and practices, it understands that players have other responsibilities that may require them to miss a game or practice occasionally. Players may be excused from a game or practice, with prior notification, for any of the following reasons:

- Prearranged family trip or important family event or issue
- Illness or injury
- Major event in another sport, for example, championship game
- Major event in a non-athletic activity, for example: school trip, play, concert or recital, or major scout event
- Academic reasons

- Religious observance or event.

The following are never approved reasons for missing a practice or game:

- Player does not wish to play or practice that day
- Parents do not wish to transport, or arrange for transportation, for the player.

If the player cannot attend a game or practice, the parents should contact the coach and Team Manager as soon as they know of the conflict. If the player's parents are not able to transport the player to a practice or game, the player's parents or player should make arrangements with another player's parents to give him or her a ride. Parents should contact the Team Manager for assistance in this regard.

### **Playing Other Sports**

Playing multiple sports can potentially cause conflicts that hinder the development and overall experience of the team as well as the individual player. While ASA does not prohibit a Academy player from playing two sports in one season (as some Academy clubs do), the team expects each player to make ASA games and practices a high priority among extracurricular activities. This will become increasingly important as a team moves to U11 and beyond. A player may be allowed to attend a regular practice in another sport that is scheduled at the same time as soccer practice, but only with prior approval from the coach. However, regularly missing practice for this reason may affect the player's overall experience and development. Parents are responsible for any other ongoing conflicts their player may have. ASA strongly recommends that a player not play three sports in one season.

### **Playing Time**

ASA believes that kids join sports teams to play games, not just practice. While our teams are committed to giving all players significant playing time in each game, inevitably, some players will play more than others. Decisions on playing time will always be within the sole discretion of the coach, however, parents should know that our teams strive to make the experience as positive as possible for every player and their parents, regardless of the player's role on the team. The level of a player's commitment to the team, as evidenced by attendance, promptness, effort and behavior at practice and games, will be a key factor in our coaches' playing time decisions. If a player or parent is disappointed with playing time or other issues related to game play, the parent should contact the coach to discuss. In the U9-U12 age groups, coaches should aim to give players equal playing time during games.

### **Coach's Schedule Conflicts**

From time to time, the coach will have a conflict with a game or practice. In those cases, the coach will work to change the time or coordinate with ASA technical staff for a replacement with an approved professional coach. Some coaches lead two ASA teams,

and scheduling conflicts are inevitable during tournaments in which both teams are playing. The coach will work to find a substitute coach for double-coaching conflicts.

## **9 | Tournaments**

ASA expects that all Academy teams will play in tournaments or festivals in each of the fall and spring seasons. Tournaments and festivals represent 20-30% of all the games our teams play so participation is notable. Tournaments and festivals benefit our teams in the following ways:

- Afford players the opportunity to play more games in a concentrated time frame to execute what they have learned in practice and build their confidence in game situations
- Afford the coach the opportunity to evaluate players, formations, strategies and positioning prior to the start of a league season
- Afford new and existing teams an important opportunity to prepare for regular season play
- Furnish another opportunity for the kids to bond with each other, achieve together, and have a lot of fun
- Enable the team to evaluate candidates for the team in the future under game situations.

The major tournaments in Virginia and Maryland take place on Labor Day, Columbus Day and Memorial Day weekends and on non-holiday weekends before and after the fall and spring seasons. Academy leadership will work with the coach to determine which tournaments the team enters prior to the start of each season.

Generally, tournaments are held on a Saturday (two games) and Sunday (one game). If the team advances, it may play in a second game (the championship) on Sunday. In some cases, in tournaments that occur on a holiday weekend, there may be two games on Sunday and a championship game on Monday. Festivals are generally single day events and vary in structure. Occasionally, some tournaments schedule games on Friday evenings.

All players are strongly encouraged to attend the tournaments and festivals we enter or host, however, ASA recognizes that playing on holiday weekends in particular may conflict with family plans.

Under the rules of most tournaments and festivals, the team may invite guest players to play with the team. Guest players must be rostered with an ASA Academy team or, if playing for a different club, be able to produce their player card for the team manager. In some cases, teams might also invite an ASA rec league player to guest play in a tournament. The team manager and/or coach should work with the Academy Director to obtain a rec player pass. The team will invite guests at the coach's discretion.

For guest playing during league games, teams need to abide by their league's rule with regard to eligible guest players.

## **10 | Player and Parent Conduct**

No successful soccer team achieves its objectives without a high degree of teamwork. Our teams emphasize teamwork in all that they do, on and off the field. In practices and games, team play will be emphasized over individual achievement. All players will be expected to demonstrate a team orientation.

ASA Code of Conducts are listed below:

- [Player Code of Conduct](#)
- [Parent Code of Conduct](#)
- [Coach Code of Conduct](#)

ASA believe that all officials, players and parents associated with our teams should exhibit appropriate respect and good sportsmanship at all times, on and off the field. A team's coach, team manager, players and parents are all individually responsible for their behavior. The team manager and the team sportsmanship liaison will address issues regarding parent behavior, while the coach and parents should address the behavior of individual players.

Parents will support the team's coach and players and contribute to creating the most positive environment possible for all involved. All parents are expected to provide encouragement to the team and not to disparage the play of any player, including their own son or daughter.

Parents are expected to recognize the difference between encouragement and coaching. Some parents may be inclined at times to yell out an instruction to a player, unaware that those instructions may be in direct conflict with the coach's instructions or teachings. Parents must refrain from "coaching" any kid, including their own, from the sideline of any game. Parents should also refrain from questioning the coaches decisions or teachings, particularly in public. If a parent has problems with the way the coach handles practices or games, he or she is strongly encouraged to contact the ASA technical staff, who will determine how to handle the matter with the coach. Under no circumstances should a parent ever approach a coach at the game location before, during or after a game to make suggestions or register complaints. If a parent wants to discuss some aspect of a game with their child's coach, parents must wait 24 hours after a game to contact the coach via email.

At games, parents and other spectators usually must stand or sit on the opposite side of the field from the teams. Only team personnel (coaches and team managers) possessing a USYSA pass are allowed to be on the team side. All spectators must remain

at least three yards off the sideline between the goalkeeper boxes and are prohibited from standing behind the end lines.

Parents and other spectators are prohibited from stepping onto the field before, during or after a game. Under no circumstances should a parent or player address any game official for any reason, including the injury of any player. If a player is injured, the referee will call upon the coach to administer to the player first. If the coach believes that the injury is serious, he/she may then call upon a parent, relative or other team official to come onto the field with the referee's permission.

## **11 | Off-Season Activities**

ASA views the traditional off-season periods (mid-November through February and mid-June through early August) as times for players and their parents to catch up on family, vacation and other activities, but also one that offers players an opportunity to work on their skill development. So, while players will be expected to participate in off-season activities, attendance at any given off-season game, scrimmage or training session will not be mandatory.

The team's offseason activities may include indoor soccer, futsal and/or outdoor training in the winter months and team training or camp in the summertime. The ASA technical staff with the coach will outline the winter and summer training schedule and options at the start of the season. Some off-season activities may be an additional cost to the player.

## **12 | Uniforms**

All teams wear uniforms that are approved by the club and include two jerseys (one red/one white) with the Alexandria logo or name prominently displayed, red shorts and red socks. ASA teams generally wear red at home and white at away games. In cases of conflict at game time, the home team must change jerseys so all players must bring both jerseys to all games. The Team Manager is responsible for coordinating uniform colors with the Team Manager of the opposing team prior to each game.

All ASA teams work directly through the club's official uniform vendor. The club does not stock, store, or distribute Academy uniforms. Players joining the club at U9 when the uniform cycle is over (every 2-3 years) will be granted a waiver for an additional year with the existing uniform or purchase a new uniform if they so choose.

If a player does not have a uniform available on game day for some reason (such as their uniform was not delivered in time or is lost), players should bring a solid red t-shirt and a solid white t-shirt to the game, along with masking tape to create a number. To purchase a new uniform, parents should contact the Academy Director.

### **13 | Team Communications and Decisions**

The ASA technical staff and team coach make the key decisions on behalf of the team, in consultation with the Team Manager, but will solicit input from the parents when appropriate. Parents should respond promptly to such requests so the technical staff or the coach can meet deadlines or make time-sensitive decisions. No principal operating decision may deviate from ASA Academy Program policies or the bylaws of the ASA without the approval of the ASA Academy leadership.

The team will have a Parents' Meeting at a minimum before each season. Other meetings will be scheduled as needed. If the coach or team manager believes that the parents need to meet, they should contact the Technical Staff. The coach, in coordination with the Team Manager, will keep parents apprised of all developments and will furnish all the general information parents need on an ongoing basis.

On specific/individual issues, players should speak to the coach directly when they have questions. Parents may contact the coach directly, but only at an appropriate time and method, to discuss their player's skill level or development. Parents may also contact the Team Manager to discuss a specific issue(s). If issues cannot be resolved at the team level (with coach and/or Team Manager), parents may contact the Academy Director about such issues, particularly if they relate to the coach, other players, team operations, schedules, policies or decisions.

### **14 | Team Finances and Player Fees**

When a player accepts a position with an age group in the ASA Academy Program, parents agree in writing – or by checking 'agree' on the online commitment form – to the terms of the ASA Academy Program and the associated financial obligations. The financial commitment covers the full registration fee for the entire seasonal soccer year (e.g., July 1st, 2015 – June 30, 2016), less grants of financial assistance made by ASA in the form of a scholarship. Payment can be made in full up front or in installment payments to fulfill the financial obligation. Parents must pay their fees by the payment due dates established by ASA, unless the parent/guardian applies to ASA in writing and it approves a modified payment schedule.

Failure to pay fees may result in the player not being rostered, being suspended from playing games until fees are paid, or removal from the team altogether. Failure to pay could result in the player being "Not in Good Standing" with ASA which could impact the player's ability to register with another club/team. Transfer or release of the player will only be granted if all player's fees and financial obligations have been fulfilled to ASA and the team.

**Financial Assistance** | ASA provides need-based financial assistance to players. The basic criteria for qualification are the standards for the free and reduced lunch program

in the public school. A parent must show this letter each year to obtain an automatic 25% off Academy tuition. Additional aid is considered by request and based on a family's household income. ASA parents, guardians, or mentors should contact the ASA office to apply for scholarships or aid.

### **Refund Policy**

After accepting a position with an age group in the ASA Academy Program, all ASA fees due or paid are non-refundable regardless of the reason for the player's ceasing to participate. If the player chooses to leave the club or transfer to another club at any time, no portion of the fee is refundable. In the same case a player is not in good standing with the club until their full annual balance has been paid. If a player is injured such that the player is unable to participate the remainder of the seasonal year, a decision will be made by the Executive Director with consultation with the Academy Commissioner or full Academy committee, whether based on the particular facts it will elect to refund any part of the fee.

### **Force Majeure**

By enrolling in the Academy, the parties agree that the Club shall not be liable for any failure or delay in the performance of its duties or obligations under the Academy contract to the extent such failure or delay is caused by a force majeure or an event beyond the Club's reasonable control. This includes but is not limited to a fire, flood, Act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster or other major upheaval which renders performance of the Academy Contract impractical, illegal, impossible or otherwise inadvisable. In such an event, the Club's duties and obligations under the Academy Contract shall be suspended until such time as the Club, in its sole discretion, determines that it may safely and ably resume performance. The Club shall provide notification of such a suspension by a reasonable time and method. During such a suspension Parents shall make all payments due to the Club and there will be no refund of tuition, incidentals or other payments previously made. As an alternative to suspending performance under this Section and to the extent possible, the School may elect to operate on a distance-learning basis, may choose to alter the length of the Academy year and may adopt an alternative schedule to complete the program goals.

### **Budget Details**

ASA teams (with a few exceptions) have a full year all-inclusive price to pass on to its participants. Below are the budget inputs. Team budgets are determined for the age group. Budgets are set by the Executive Director. Every ASA team budget includes the following elements:

**Coaching Fees and Expenses** | Includes coverage of fall and spring seasons plus eight winter training sessions. If there are multiple teams in an age group, there will be coaches assigned to training sessions and game coverage. Each team has a primary

game-day coach on the roster but in the event of an acceptable conflict another ASA employed coach within or external to the age group will coach the practice/game. As per the age group head coach's plan, the coaches are required to attend the two core practices a week and ensure that there is appropriate coverage for the third alternative structured session. Coaches' expenses for Academy inside of 100 miles are expected to be covered by the coach. ASA, with pre-approval of expenses, covers the expenses for games/tournaments outside of 100 miles.

**Payroll Fees** | The coaches are employees of ASA. ASA uses an external Bookkeeper and another company to ensure that the payroll is completed appropriately. These services plus the necessary inputs such as worker's compensation and taxes equal an additional expense of ten percent of the coach's wage.

**League Fees** | NCSL, CCL, and EDP are the leagues in which our Academy teams currently compete. Each league has a slightly different fee structure. All of the leagues include Virginia Youth Soccer Association (VYSA) or US Club Soccer insurance coverage for each player. As teams get older these fees increase.

**City Field Fees** | The City of Alexandria assesses ASA a per player per season fee for usage of the City fields in season.

**Club Fees** | These fees support administrative costs associated with running the club, which include but are not limited to: technical and office staff wages; office expenses; facility rentals; marketing materials, coaching education, coaches gear; program development; field equipment including goals, flags and storage space. Club fees are subject to increase based on need and growth of the organization.

**Off-Season Field Space** | ASA budgets cover the cost of eight (8) training sessions on one of the premium outdoor spaces available to the club. Off-season field fees are assessed by the City of Alexandria at a fixed per hour rate. In the event of extreme weather that prevents outdoor sessions from taking place the team/age group parents may decide to rent indoor space. This additional cost will be passed on to the parents directly.

**Equipment** | As per their contract, coaches are expected to provide the basic equipment necessary to run their coaching sessions.

**Tournaments/Festivals** | ASA budgets to cover tournament entry fees for a combination of tournaments and festivals for the year. The ASA Technical Staff and age group lead coach determine the number of tournaments and festivals. Tournament entry fees and coaches' expenses are part of the team's budget. Generally, the U9-U13 age groups have 1-2 tournaments per season. U14 and above typically participate in 2-3

tournaments per season. All additional costs including travel, lodging and meals are expected to be covered by each individual family.

**Supplemental Training** | ASA retains services of supplemental goalkeeper trainers, an injury prevention trainer, and a mental trainer. Their services are used intermittently or as needed throughout the seasons.

**Scholarships** | ASA maintains a scholarship fund to support each individual player or family that shows through an application process that they have a financial need. No part of the fee is passed on to this fund. Rather the club solicits donations, sponsorships and partnerships to support families in need.