

# McLean Youth Soccer

## Travel Program Player and Parent Handbook



MYS

This handbook is for players, families, and coaches in the McLean Youth Soccer Travel program. We believe it is very important for each participant to be fully informed about the club's policies, procedures, and goals. We also would like to emphasize that each player, parent and coach has a role in making this program a success. *We hope that you will take the time to read through this handbook and refer back to it throughout the season when questions may arise.*

Please note that updates to this information will be posted on the Travel pages of the MYS Website. If you have further questions, we encourage you to email [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org).

## Table of Contents

Overview of Club: Mission and Vision Statements.....	3
MYS Travel Program Overview.....	3
MYS Travel Player Pathways.....	4
MYS Travel Team Details.....	5
<i>PHILOSOPHY</i> .....	5
<i>PLAYER EXPECTATIONS</i> .....	5
<i>TOURNAMENTS</i> .....	5
<i>COMMUNICATION</i> .....	6
MYS FEES AND REGISTRATION.....	7
LEAGUEAPPS REGISTRATION.....	8
MYS TRAVEL UNIFORMS.....	9
ADDITIONAL TRAINING OPPORTUNITES and RESOURCES.....	9
<i>OPTIONAL TRAVEL TRAINING</i> .....	9
<i>WINTER PERFORMANCE TRAINING</i> .....	9
<i>SUMMER CAMPS</i> .....	9
<i>GOALKEEPER TRAINING</i> .....	9
<i>INTERNATIONAL TRAVEL</i> .....	9
COLLEGE RESOURCES.....	10
MEDICAL AND HEALTH RESOURCES.....	10
MYS PARENT VOLUNTEERS.....	11
MYS Policies and Procedures.....	12
SOCIAL MEDIA POLICY.....	13
<i>Internet and Communications Policy for Coaches</i> .....	13
TRAVEL REIMBURSEMENT FOR COACHES.....	14
TEAM FUNDRAISERS.....	14
PLAYER EQUIPMENT REQUIREMENTS.....	15
PARENT SIDELINE BEHAVIOR.....	16

## Overview of Club: Mission and Vision Statements

MISSION	VISION	COMMITMENT
McLean Youth Soccer will be a model club known nationally for developing players at all levels, creating a culture of inclusion, innovation and excellence, and positively impacting our community.	McLean Youth Soccer provides opportunities for all players to reach their full potential in sport and in life through participation in soccer.	Our staff is 100% committed to the improvement and overall development of every single player in MYS regardless of ability or team level. It is our intent to elevate each player's game to the best it can be and to create a fun, educational soccer environment.

### MYS Travel Program Overview

The McLean Youth Soccer (MYS) travel program consists of various components, including Team Training, Individual Training Opportunities, and League and Tournament Play as well as other on and off field developmental events including college information sessions and special technical clinics.

Players must try out each year to be considered for a team roster. Once selected by the technical staff, the player commits to one seasonal year (August - July) of participation with the team.

MYS offers a range of teams for players based on level of play and commitment. Players should carefully review information about a team prior to trying out. Specific questions can be directed to [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org).

### Team Training

Travel teams in MYS typically train 2-3 times/week throughout the fall and spring seasons. Higher-level teams may train year-round with more frequency.

### League and Tournament Games

MYS travel teams participate in a number of leagues. Placement in these leagues is determined by the technical staff and reflects the team's level of play and level of commitment.

- **ECNL:** The Elite Clubs National League is the highest level of youth soccer competition available for boys and girls. Travel and time commitments are extensive.
- **CCL:** The Club Champions League was founded in January 2013 as 15 distinguished soccer clubs in Maryland, Virginia, and Washington, DC agreed to form their own league based on a simple concept that included three main features:
  1. Superior Competition
  2. Model for Player Development and
  3. a Governing Board made up of Soccer Directors from each club.
- **NCSL:** The National Capital Soccer League is the primary travel league for the DC Metropolitan area. Most age groups have 4-6 different divisions catering towards the varying needs of travel level teams

### MYS Travel Player Pathways

PROGRAM	LEAGUES	PLAYING LEVEL	TIME COMMITMENT	TRAVEL REQUIREMENT	SEASON
Recreation	Recreation (U4-U12)	Focus on fun and learning skills regardless of prior experience	Practices: 1/week Games: 1/weekend	Recreation: McLean area	Fall and/or Spring
	SFL (U13 and up)	Enjoyable and challenging	Practices: 1-2/week Games: 1/weekend	SFL: Northern Virginia	Fall and/or Spring
Travel U8 Juniors	N/A	Focus on the 4 components of player development (Technical, Tactical, Physical, Mental)	Practices: 2/week Scrimmage/Games: 1/weekend	McLean Area	Fall and Spring
Travel U9-U12 (Green, White, Gold, Silver)	CCL NCSL	Focus on the 4 components of player development (Technical, Tactical, Physical, Mental)	Practices: 2/week plus 1 night of skills/week Games: 1-2/weekend Tournaments	DC Metropolitan Area	Fall and Spring with Winter season
Travel U13 and up	NCSL	Focus on the 4 components of player development (Technical, Tactical, Physical, Mental)	Practices: 2/week Games: 1-2 per weekend Tournaments/ Showcases	DC Metropolitan Area	Fall and Spring with Winter season
Premier U13 and up	CCL	Top level competition and next level of player development	Practices: min 2/week Plus skills 1/week Games: 1-2/weekend Tournaments/ Showcases	Mid-Atlantic Region	Year Round
Elite U13 and up	ECNL	Elite level - college and National Team prep	Practices: min 2/week Plus skills 1/week Games: 1-2/weekend Tournaments/ Showcases	National	Year Round

## MYS Travel Team Details

### PHILOSOPHY

The MYS Training Philosophy is based on the decision that playing an attractive, attacking way, will produce the highest percentage of skillful, thoughtful players.

Style of play will be skillful, creative, attractive, and possession oriented. Defensively we will press and exhibit a win it back mentality.

Coaches are teachers first. Our coaches must be age appropriate communicators. The coaches for our younger teams (U9-U12) will be good demonstrators, have a positive influence, and be team builders. For our older teams, coaches will be motivators, understand the physical demands of the modern game, and be able to read the "details" in the match.

Curriculum/coaching content: we will use our MYS philosophy and the US Soccer curriculum as resources.

However, we have introduced our coaching Portal, where all of our teaching information will be stored and is available to all MYS coaches on a daily basis.

MYS will continually provide on-going coaching education opportunities for our staff to ensure their maximum development to serve our players.

### PLAYER EXPECTATIONS

Practices: All McLean travel teams practice at least 2 days per week. The following teams also participate in MPS Monday night training as it is included in their team registration fees:

- U9 - U12: ALL teams
- U13 - U18 Girls: ECNL and Green teams only
- U13 - U19 Boys: ECNL and Green teams only

An additional day of practice is highly recommended. Practice attendance is mandatory. Discuss any/all conflicts that arise with your coach. Participation in other sports is permitted but must be discussed with the coach for conflict guidelines.

**Games and Tournaments:** Attendance at all team events is mandatory.

**Self-Care:** Players are ultimately responsible for their health including proper fitness, rest and nutrition. MYS staff will assist players in maximizing their abilities to take on this responsibility.

### TOURNAMENTS

The recommended number of tournaments will be determined by age and ability level. The head coach will inform the team as to the approximate number of tournaments they will participate in throughout each season.

The Technical Director (TD) and the Age Group Directors (AGDs) will determine which tournaments the club will participate in. The objective will be to have all of our teams attend the same tournaments if practical.

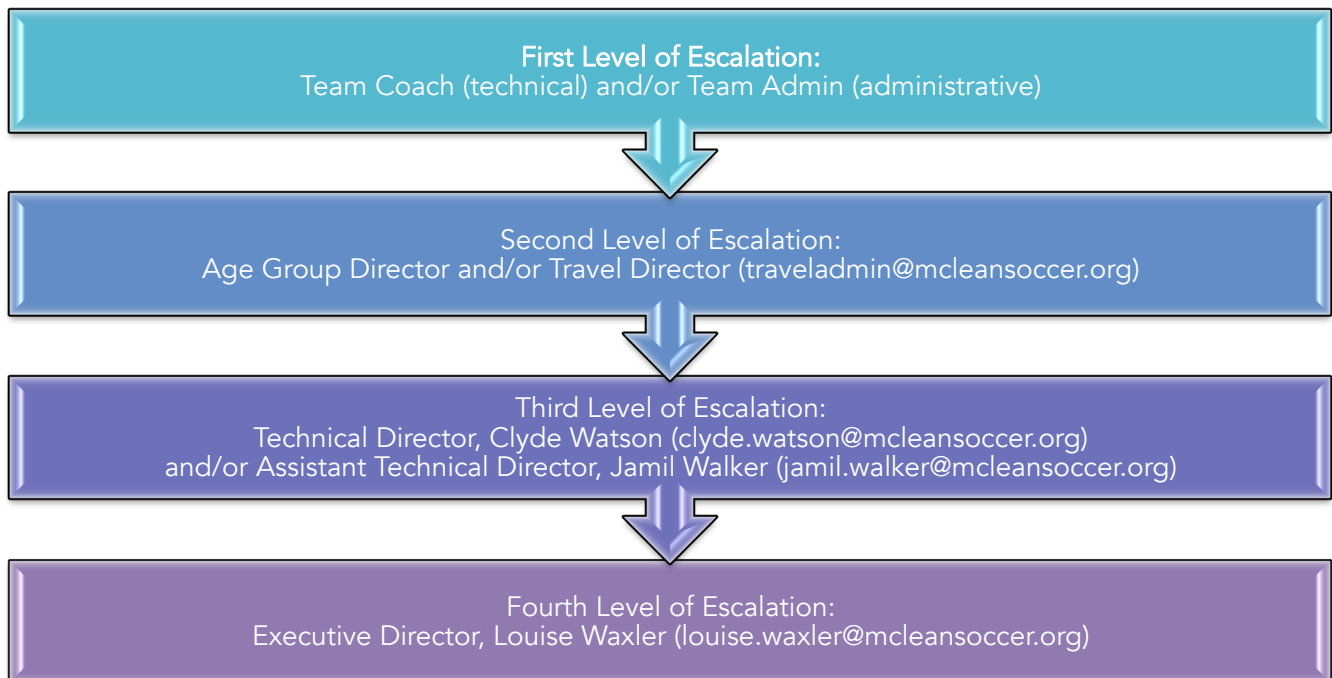
As a general guide U9-U12 teams participate in 4-6 tournaments per year. While U13-U19 teams participate in 4-8 tournaments per year.

## COMMUNICATION

MYS encourages open channels of communication that are available to any player or parent. We do ask that a 24-hour waiting period be respected before reaching out to discuss a game issue. The club policy is below:

Travel Program Communication Policy: The McLean Youth Soccer Travel Program has a network of staff to support its members. A chain of communication has been established to help address member's issues or concerns. In the event that a parent, player or member has a technical or administrative issue or concern, please follow the process below.

If a resolution is not identified, please move to the next level of escalation. Please allow for a reasonable response time.



## MYS FEES AND REGISTRATION

### FEES

Player registration/club fees vary by team. The differences in fees for travel teams are primarily attributed to league fees and participation in additional weekly training sessions (MPS Monday night training for example) as well as the preseason MPS Camp.

Per Virginia Youth Soccer Association (VYSA) policy, players must fulfill their financial obligations in full to the club as part of their registration with the club. Club fees are collected through the registration system, and can be paid in full upon registration, or in installment payments (see chart below).

To assist with financial planning, the club offers an installment payment plan to spread payments over several months. Furthermore, families with financial needs are encouraged to apply for Financial Aid. Please note that registration/club fees are non-refundable.

### MYS Travel Club Fees cover the following areas:

- MYS membership registration fee
- MYS Coaching Fees
- Coaching Education
- Referee fees for primary league
- League Fees for primary league
- MYS Staff Compensation and Club Administration Costs
- VYSA/Insurance Fees, including background checks for staff
- Fairfax County field usage fees
- Equipment

The following is a list of team expenses that are NOT covered by Club Fees (team-specific "Team Fees" collection and payment will be managed directly by the designated team officials):

- Uniforms and accessories (individuals)
- Additional Supplemental league fees (team)
- Tournament Entrance Fees (team)

- Tournament Travel Expenses for coaches (team)
- Tournament Travel Expenses for players (individuals)
- Winter Indoor League Fees (team and/or individuals)
- All other fees and expenses not explicitly covered by the current system (i.e. team parties, coach gifts, etc.)

McLean Youth Soccer has financial assistance available to players who have needs. Players are encouraged to apply by reviewing the financial aid application and information as soon as possible. Questions should be directed to [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org).

Travel Program members (including participants in ECNL, CCL and NCSL) are responsible for timely payment of club fees.

### REGISTRATION

Once your player has been assigned to a specific team, you can register them with MYS. In order to secure your player's offer, an initial deposit must be made within 48 hours. Remember that fees can be paid in full at the time of registration OR in installments with an initial deposit fee. Please carefully review the procedures below for registering your player and making installment payments.

## LeagueApps Registration

To register on the LeagueApps system, visit [mcleansoccer.org](http://mcleansoccer.org) and click on REGISTER. You will be prompted to create an account during your first registration process.

### Create a Parent Account or Login

- A. To Create a Parent Account (One parent will register the family. You will be able to add additional family members after the initial set-up.)
- Create a **Username** and **Password**
  - Enter the following parent details: **Parent First Name, Parent Last Name, Parent Email, Gender, and Residential Address.**
  - Click **Create my account & go to next step**
- B. To Login every time you register in the future:
- Enter your Username and Password on the sidebar below **Already have an account?**
  - Click **Log In**

### Create a Child Account or Select Child

- A. To Create a Child Account:
- Click **Add a player now** and enter the following child details: First Name, Last Name, Gender, Birth Date, Email\*, and Address.
  - Click **Create**
  - Review the program selection under **Select a Program** and click **Register Child Name**
- B. To Select a Child every time you register in the future:
- Click on the child's name you'd like to register below **Choose a player**
  - Review the program selection under **Select a Program** and click **Register Child Name**

*\*Child Emails may only be entered for players over the age of 13 due to COPPA compliance.*

### Select Registration Role

- A. Click on the **Role** you'd like to register as (ie. Player, Coach, etc.)

### Fill out Registration Terms & Waiver

- A. Select payment method under **Registration Terms** (if applicable)
- B. Enter all required registration questions under **Player Information**
- C. Check that you have read and agree to the **waiver(s)** (if applicable)
- D. Click **Register for Program Name**

### Enter Payment Details

- A. If a deposit is allowed, click on the amount you want to pay (optional)
- B. Enter billing details
- C. Enter credit or debit card details
- D. Click **Pay securely for your registration**

If you have any questions about the process or the amount due, please contact [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org)



## MYS TRAVEL UNIFORMS

Each player is responsible for the ordering and purchase of their own individual game uniforms and training uniform/kit. The game uniforms consist of a black AND white jersey, black and white shorts, and green and white socks. **The training kit consists of green jersey, black shorts and black socks and is worn to each practice.** Some leagues may have an additional training kit and socks.

Once a player is added to a team roster the team manager will help them choose a uniform number. The team uniform coordinator will then communicate with the team, confirming player numbers and best email contact. That information will be provided to the club and then to Soccer.com.

Each player, through a link sent to them from Soccer.com, orders all uniform and training kit items. The link will have your player's specific name and number associated with it and the team's required items to purchase. Uniform and training jerseys are customized orders and may require longer to process, so ordering in a timely manner is essential. *Additional items such as warm up jacket, pants, soccer bag, etc. are recommended but not mandatory to purchase.* MYS club specific spirit wear (sweatshirts, fleece, hats, t-shirts, jackets, etc.) can also be purchased.

## ADDITIONAL TRAINING OPPORTUNITES and RESOURCES

### OPTIONAL TRAVEL TEAM SKILLS TRAINING

For teams whose club fees do not include the once a week Monday Night MPS Training (see list above under Travel Team Details/Player Expectations), the McLean Youth Soccer technical leadership offers OPTIONAL Travel Team Skills Training. This training is in addition to your teams regularly scheduled practices and must be paid for separately of team registration for a fee of \$150/player. At least 12 players from a team must register for the sessions to be scheduled. If

there are not sufficient players registered, the session will be canceled, and your fees will be refunded. Deadlines for registration, and specific dates and times of this optional training will be communicated to your team once scheduled.

### WINTER OUTDOOR PERFORMANCE TRAINING

McLean Youth Soccer offers top-notch winter training programs tailored specifically for the soccer player who wants to develop their skills in the offseason.

### SUMMER & SPRING BREAK CAMPS

During the summer weeks, MYS offers a variety of summer camps, including Specialty Camps: ECNL camp and Coerver camps.

McLean Youth Soccer strives to make soccer a pleasant, safe and rewarding experience for soccer players on and off the field. The club has a firm belief in the value of sports at the competitive level in promoting the physical, mental and social well being of dedicated soccer players. Our summer program will provide the best learning environment, social, and competitive training opportunity for players at every level because it is conducted by what has been widely recognized as the finest professional coaching staff in Northern Virginia.

### GOALKEEPER TRAINING

Under the leadership of GK Director, John Szaro, and his staff of GK coaches, MYS offers a GK training program for all travel GKs U10 and older. Schedules and information are provided directly to the GKs each season. Please email [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org) with any questions.

### INTERNATIONAL TRAVEL

McLean Youth Soccer is pleased to have an exclusive partnership with WorldStrides. The experience to travel and train abroad is a great benefit for our

players, exposing them to new cultural and soccer-related experiences. Each year, specific age groups will be offered the opportunity to travel abroad for friendly tours and/or high-profile tournaments.

McLean has begun what promises to be a tremendous travel tradition for our players. For more information, contact WorldStrides representative, Steven Macdonald at [stevenm@worldstrides.org](mailto:stevenm@worldstrides.org).

## COLLEGE RESOURCES

McLean Youth Soccer has a strong history of providing assistance to players who wish to play soccer in college. In addition to the College Soccer Information Night (held in the spring preseason), MYS hosts college ID camps and scrimmages.

Information about the college recruiting process can be found on our website under the College tab at <https://mcleansoccer.org/college-resources/>.

Any additional questions can be directed to our Technical Director, Clyde Watson, at [clyde.watson@mcleansoccer.org](mailto:clyde.watson@mcleansoccer.org).

## MEDICAL AND HEALTH RESOURCES

Ortho Virginia and the Dental Group at Reston Station have a partnered with MYS to deliver education, consultation, health services, and concussion management to the McLean soccer community.

Dr. Christopher Annunziata serves as chief medical officer for DC United, team orthopaedic physician for the Washington Redskins, consultant for US Soccer and The Washington Ballet and lecturer for multiple athletic societies. Dr. Annunziata is a member of the Professional Soccer Physician Society, NFL Team Physician Society, American Academy of Orthopaedic Surgeons, American Orthopaedic Society for

Sports Medicine and Arthroscopy Association of North America.

Dr. Michael Antonis has served as Associate Chief of Service at MedStar Georgetown University Hospital and ED chair at MedStar Southern Maryland Hospital Center. He has had medical roles with the Washington Mystics, Washington Capitals, and now the venue medical director with DC United for the last two years. He completed a sports medicine fellowship at MedStar Georgetown University Hospital in 2018.

Dr. Emilio Canal served as the team dentist for the Washington Freedom and has served in this same capacity for the US Soccer Federation (all teams) and DC United since 1996. He has served as a member of the U.S. Lacrosse Sports and Safety Committee and is on the U.S. Soccer Federation Medical Advisory Committee. He is a Fellow of the Academy for Sports Dentistry and was elected President of the Academy in 1999 and 2009. Dr. Canal also received the Distinguished Service Award from the Virginia Interscholastic Athletic Administration Association in 1999. He has been voted Top Dentist in Washingtonian Magazine, Washington Checkbook Magazine, Virginia Living Magazine, Northern Virginia Magazine. In addition, he is currently the President of the Professional Soccer Dentistry Society.

By utilizing Ortho Virginia and the Dental Group at Reston Station, McLean Youth Soccer is focused on adding value to its members both on and off the field of play.

## MYS PARENT VOLUNTEERS

### Team Admin

The Travel Team Admin's primary roles and responsibilities are:

- Liaison for the team (i.e. between coach and team, between team and club rep for the league, etc.)
- Representative of the club and of the team to outside parties (i.e. opponents)
- COMMUNICATE with other volunteers and DELEGATE responsibilities to other volunteers
- The Admin is the primary contact for the team with regard to communications with the team and its opponents throughout the season. Examples of such communication include:
  - *Weekly team communications through an app or email with upcoming schedule, and last-minute communications such as cancellations*
  - *Provide support to club, team, coach (i.e. when requested, relay club information to players, etc.)*
- Game day responsibilities (if not delegated to another volunteer- see below for specifics)
- Managing the various activities for a travel soccer team can be complex depending on the age and competition level of the team. It is highly recommended that a team admin work with the team coaching staff to identify the needs of the team and find parent volunteers to delegate some of these needs.
- Collect all relevant information from each player to complete the VYSA player registration process. Specific responsibilities include creating team rosters and player passes and coordinating any player adds/transfers/releases throughout the seasonal year with the Travel Director. Most of this work will be completed during the pre-season/summer.

### Examples of other travel parent volunteer positions:

#### Treasurer

Work with coach to develop and implement a budget for the age group teams (if triplet team) or team. Work with MYS finance team to manage an account, collect player fees/team income (not covered by MYS), and handle reimbursements and payment for team expenses. The treasurer is responsible for reporting a summary of the team or age group's financials at the seasonal parent meetings. This is a yearlong position. **\*REQUIRED position for each team.**

#### Social Committee Coordinator

Each team should have a representative to serve on this committee, but the more the merrier and the lighter the work. The committee will plan a player/family social function or party each season, as well as, at least one parent only social function. A budget should be submitted to the Treasurer to ensure there are funds to cover costs (this prevents the repeated requests for \$5 to \$10). The committee will solicit additional volunteers, as needed to host and/or bring things to the parties.

#### Uniform Coordinator

This volunteer provides a spreadsheet to the club with roster details for the team. They help to assign individual jersey numbers (at the direction of the coach), and work with the Travel Director to have personalized emails sent by soccer.com to each family.

#### Team Communications Manager

Submit news of teams' and players successes to marketing@mcleansoccer.org . Any and all shutterbugs are encouraged to take pictures of the teams during games and "team" shots at tournaments and games.

### Tournament Coordinator

Work with the coach to register for and handle prep work for teams' participation in tournaments. Specific responsibilities include, but are not limited to tournament registration, online or on-site check in, organizing hotel/accommodations if needed, and coordinate team dinner if desired. Maintain record of teams' tournament participation and results. This is an on and off volunteer position throughout the year.

### Travel Coordinator

Work with the coach to identify team travel needs, including in support of any out of town tournaments. Collect information about ground or air travel, lodging and other team needs, make reservations, and communicate with team.

### Team Sideline Liaison

The TSL serves as the point of contact between the referee and the team at each game and monitors and addresses parent behavior during the games.

### Game Day Supplies Coordinator

This volunteer will initially put together a first aid kit for the team (to be reimbursed from team funds) and bring it to and from each game. Throughout the season the First Aider will replenish the kit as needed. May also order a portable bench and/or tent for the team (to be reimbursed from team funds) and bring it to and from each game.

### Other possible positions

College Brochure Coordinator, Fundraising Coordinator, Risk Management Coordinator, Winter Program Coordinator.

## MYS Policies and Procedures

McLean Youth Soccer has implemented a number of important policies and procedures to support our members and to continually strive to provide

the best environment for the development of our athletes.

All members should regularly review the policies posted at <http://www.mcleansoccer.org/policies/>.

### Travel Program Communications Policy

The McLean Youth Soccer Travel Program has a network of staff to support its members. A chain of communication has been established to help address member's issues or concerns.

In the event that a parent, player or member has a technical or administrative issue or concern, please follow the process below. If a resolution is not identified, please move to the next level of escalation. Please allow for a reasonable response time.

1. First Level of Escalation: Team Coach (technical) and/or Team Manager (administrative)
2. Second Level of Escalation: Age Group Director and/or Travel Director (traveladmin@mcleansoccer.org)
3. Third Level of Escalation: Technical Director, Clyde Watson (clyde.watson@mcleansoccer.org) or Assistant Technical Director, Jamil Walker (jamil.walker@mcleansoccer.org)
4. Fourth Level of Escalation: Executive Director, Louise Waxler (louise.waxler@mcleansoccer.org)

For additional questions about other club policies please contact [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org) and for questions regarding field scheduling and field use, please contact [fields@mcleansoccer.org](mailto:fields@mcleansoccer.org).

### Refunds

All season registration fees are non-refundable. Payment of the club registration fee implies consent and we rely on this information to form teams and any reversal negatively impacts this process.

All MYS registration fees are non-refundable when a player is placed on a team or in a training program.

As MYS has a limited number of roster spots, registration is considered a binding commitment to pay 100% of all registration fees (MYS membership fee, coach/league fee, training fee, County fee, etc.) for the season or program even if the player chooses to leave the team/program.

### SOCIAL MEDIA POLICY

As social media and other electronic communication such as text messaging have become such a prevalent and effective means of personal and professional communication, MYS has created a social media policy stating expectations for use by coaches, players, parents, staff, volunteers and administrators. **Both on and off the field, safety and youth protection should be a key focus. MYS is committed to be an advocate for youth and to keep children and their privacy safe, both online and off, and safety is always at the forefront of any considerations where social media usage is concerned.** With these objectives in mind, all MYS staff, contractors, volunteers, administrators, and coaches must be familiar with and adhere to this policy, regardless of whether they personally use social media, and must share this policy with parents and players as appropriate.

#### Internet and Communications Policy for Coaches

- All social media communications must be public, and all communications on or through them must be public. Being "public" means no private channels. For example, private

Facebook groups, direct messaging or private invitations to personal Facebook pages, invite-only YouTube channels, or Twitter, direct messaging to individual players, and the like shall not be permitted between coaches and players.

- There should be no private messages and no one-on-one direct contact through Facebook messages, Twitter, direct messaging, Skype, chats, instant messaging (including but not limited to Google Messenger, AIM, and the like) or other similar messaging features provided through social media sites. This policy applies to all activities, outings, excursions, or other meetings between an adult and a player.
- A coach may respond to a direct inquiry via text message or email from a player regarding logistics of practice times, cancellations, schedules, etc. Coaches/team representatives should only use text messages and email on issues that are soccer related and all communications should include a parent or guardian copied on the message.
- Coaches and team reps should avoid cell phone conversations with players to the greatest extent possible, and cell phone communications should only be used when absolutely necessary, and should only be soccer related. Staff members, contractors, volunteer coaches, etc. may not be "friends" on Facebook with a player.
- If MYS affiliated personnel post content on any social media site (e.g., Facebook, blog, discussion board or comment) and it has something to do with work for MYS or subjects associated with the organization or any of its members, you should include a disclaimer in substantially the following form: "The postings on this site are my own, personal views and do not represent the views or positions of the Company, its customers, or personnel."

- When providing your contact information for personal business in social media, you should use your personal contact information (such as a personal email address), not your MYS contact information.
- You should only provide your personal contact information (e.g., personal email, phone number, home or work address, etc.) for soccer related business for all communications.
- Respect privacy and confidentiality obligations when posting photos or videos. Before you post online video/photos that include images of players, it is your responsibility to obtain consent from their parent or guardian. If you fail to do so and they subsequently object, it is your responsibility to promptly take down or otherwise edit the posting in order to protect their privacy. MYS will fully support those who wish to maintain their privacy in this regard.

### TRAVEL REIMBURSEMENT FOR COACHES

As employees of McLean Youth Soccer, Coaches will on occasion incur business travel expenses as part of their participation in Tournaments, State Cup, Region I, National League, EDP, and ECNL competition outside of the NCSL, ODSL, and CCL areas. The procedures and practices contained within the MYS Travel Reimbursement Policy are designed to act as a guideline for business travel expense reimbursements.

As all expenses are the responsibility of each team's families, the team manager and team treasurer will communicate all expenses with the team families prior to the expense being incurred or approved. This policy is designed to accomplish the following:

- Ensure all Coaches, Team Managers, Team Treasurers, and Team Families have a clear and consistent understanding of policies and procedures for business travel and expense reimbursement.

- Ensure Coaches are reimbursed for legitimate business travel expenses.
- Maximize the Team's ability to provide for transparent management of travel expenses. Provide the appropriate level of accounting & business controls for the Team and the Club to ensure that expenses are reviewed & approved by the appropriate persons.
- Provide the appropriate level of accounting and business controls to ensure that business travel reimbursements are properly documented for IRS purposes such that these expenses will not be considered "income" but rather reimbursable business expenses.

To review the Travel Reimbursement Policy in full, please visit [mcleansoccer.org](http://mcleansoccer.org) and under the Travel tab choose Team Resources.

### TEAM FUNDRAISERS

Travel Teams who are interested in team fundraising opportunities should make sure to review this information and complete the appropriate steps below.

**Basic Information:** Team fundraising opportunities may or may not require the use of the club FEIN (501c3) number. If the particular organization with whom you are working requires the FEIN, please review the FEIN guidelines below. If you do NOT need the FEIN number, PLEASE still complete the steps below.

**Concessions Sales at Local Fields:** If a team wishes to sell concessions at a local field, permit applications must be submitted through the club. Please allow at least 3 weeks for processing and contact [fields@mcleansoccer.org](mailto:fields@mcleansoccer.org) for details.

**FEIN Guidelines:** The purpose of this notification is to establish the use of McLean Youth Soccer's FEIN (Federal Employer Identification Number) in club, program, team, and other fundraising functions. Requests to use the FEIN will be made prior to the event-taking place and approval must



be obtained before any advertising materials are published.

MYS will only authorize use of their FEIN when the intention and communication to a potential donor(s) is that all donated funds are going directly to and benefitting McLean Youth Soccer (the entire club). All donated funds will be considered MYS funds and will be appropriated on an "as needed" basis. Programs and/or teams

wishing to receive donated funds will submit a request to the MYS Executive Director to petition funds for their specific need.

Note this includes most 'corporate' fundraising such as restaurant events, volunteering at Jiffy Lube Live, raffles, etc. The purpose of this policy is not to hamper fundraising efforts by specific programs or teams, but to ensure we are within Virginia state and federal law

**\*ALL TEAMS HOLDING FUNDRAISING EVENTS MUST COMPLETE THE FOLLOWING STEPS for EACH EVENT.**

**Step 1:** Team submits this form outlining basic plans and notifying the club of their plans. Please complete one form for each event - <https://forms.gle/BjURJDMcsJ9W2vFR8>

**Step 2:** Team awaits approval from club leadership for the submitted fundraising proposal. (If you have not received a response within 7-10 days, please email [traveladmin@mcleansoccer.org](mailto:traveladmin@mcleansoccer.org) to follow-up).

**Step 3:** Team holds fundraising event.

**Step 4:** After fundraising event, teams complete this form to report results of fundraiser and/or request the funds (if team is using the club's FEIN) - <https://forms.gle/AS93EkaHeXKgiMW6>

**PLAYER EQUIPMENT REQUIREMENTS**

<u>Shin guards:</u>	<u>Shoes:</u>	<u>Ball:</u>
Players U6 and older are required to wear shin guards with long socks covering them. Shin guards are recommended for U4 and U5 players as well.	Soccer cleats are recommended; however, any sneaker / turf shoe is acceptable. Players must bring their own ball to every practice and game.	U4 - U8: Size 3 ball U9 - U12: Size 4 ball U13 and up: Size 5 ball
Players are also required to bring water in a non-disposable container to every practice and game.		

## PARENT SIDELINE BEHAVIOR

We wish to remind parents of your role in making your child's participation in soccer a fun and rewarding experience.

As a parent, you play a special role in the development of your son or daughter, and his or her teammates.

Your encouragement and good example will do more to ensure good sportsmanship and self-discipline than any other influence. It is important to respect opponents and the referees - they are not the enemy.

While winning games is important, playing well and fairly is the essence of the game. As a reminder, here are a few key points as you head out to watch your child play.

### Support your child

Support your child by giving encouragement and showing interest in his or her team. Help your child work toward skill improvement and good sportsmanship in every game.

Teach your child that hard work, an honest effort and a positive attitude are often more important than a single victory.

### Always be positive

Children learn more by example than by criticism. Work to be a positive role model and reinforce positive behavior in others. Applaud good plays by others on your child's team as well as good plays by the opposing team.

Do not criticize any child's performance from the sidelines. Accept the results of each game. Teach

your child to be gracious in victory and to turn defeat into victory by learning and working toward improvement. If you have a constructive suggestion, please provide it on another day.

### Don't be a sideline coach or referee

Please refrain from coaching or refereeing from the sidelines. Parents who shout or scream from the sidelines often give inappropriate advice at the wrong time.

The coach should be the only sideline voice. Remain a fair distance from the sidelines and within the spectator area. You and your child will both enjoy the game more if you put some emotional distance between yourself and the field or play.

Officials are symbols of fair play, integrity and sportsmanship. Do not openly question their judgment or honesty.

### Demonstrate a positive attitude toward your opponents and their families

Opponents are not enemies. Take care to show good hospitality at home and to represent McLean Youth Soccer in a positive way when visiting other clubs. Never allow yourself to be drawn into a verbal disagreement with opposing parents or coaches.

### Remember that your child wants to have fun

Children must establish their own goals - to play the game for themselves. Don't impose unreasonable demands on your child. Let your children experience the fun of playing as well as the challenge of excelling

**Thank you for doing your best to represent McLean Youth Soccer in the best of ways!**

*Updated March 2021*