



Travel Policy

Version 3
May 21, 2007

Revision History

Date	Version	Author/Editor	Comments
June 3, 2003	V 1	Kathy Chappell	Original Document
Dec 18, 2006	V 2	Mike Bordell	<p>Para 1. BURKE AC Travel Team Philosophy and Policy Purpose - Added policy purpose (para 1.2)</p> <p>Para 2. Travel Rules and Regulations - <u>Team Affiliation</u> (para 2.2) – defined the “rights” of travel teams; added property of league identification numbers - <u>Governing Laws</u> (para 2.3) - Revised statement of governance of travel program</p> <p>Para 3. Registration - Added club league representative verification of player registration in BURKE AC database prior to approving league roster</p> <p>Para 4. BURKE AC Travel Team Officials and Their Duties - <u>Technical Director</u> (para 4.1)– change “appointed” to “hired by the President...” - <u>Technical Director</u> – add “provide to the club a codified coaches evaluation process (para 4.1) - <u>Technical Director</u> - add annual travel team coach and assistant coach review (para 4.1.1) - <u>Travel Team Committee</u> – add two travel parent representatives to the committee (para 4.2) - <u>Travel Team Coach</u> – add coaching requirement to complete KidSafe from on VYSA website (para 4.5); added definition of a professional coach); added coach evaluation factors - <u>Travel Team Coach</u> – add travel team coaches will coach no more than two BURKE AC teams unless approved by TD and BOD (para 4.5)</p>

			<p>Para 5. Formation of Travel Teams</p> <ul style="list-style-type: none"> - Added travel teams may hire outside independent contractor for technical/skill training (page 6) - <u>New Travel Coaches</u> – (changed para 5.1.1) - added Virginia Youth Soccer’s coaching expectation guidelines and verification; add submit a resume to TD - <u>Existing Travel Teams Coaches for ages older than 8/1/1992</u> – (renumbered para 5.1.18) - added requirements for Virginia Youth Soccer’s coaching expectation guidelines and verification, PCA and Kidsafe application; added requirement for previous reviews by BURKE AC TD. - <u>Travel Coaches for ages 8/1/1992 to 8/1/1996</u> (new para 5.1.3) - added changed definition of travel coaching requirements for ages 8/1/1992 to 8/1/1996 (page 7); added requirement for completion of Virginia Youth Soccer’s coaching expectation guidelines and verification, PCA and Kidsafe application; added requirement for previous reviews by BURKE AC TD; deleted the statement that professional travel coaches can be “retained” by parents of a travel team; added statement that “if travel team parent(s) desire a change of coach the issue shall be resolved IAW para 5.3, Removal of Coach. - <u>Volunteer Parent Coach</u> (para 5.1.4.2) deleted paragraph - <u>Assistant Coach Selection</u> (para 5.1.4.2) - changed appointment date from May 1 to April 1; added requirements for Virginia Youth Soccer’s coaching expectation guidelines and verification, PCA and Kidsafe application; Added requirement to complete the BURKE AC coaches training program with the TD. - <u>Removal of a Coach</u> (para 5.3) – Delete “...at the discretion of the Travel Commissioner,...” for reviewing conduct or other situations; - Added requirement for team parents agreeing with request to remove a coach
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shall sign a written letter.

Para 6 – Player Selection

- Added attachment 2 – BURKE AC Tryout Form

Para 7 – Practices

- Changed “The TC, in conjunction with the BURKE AC House Commissioner..” to “The Club...”

Para 9 – Request from Existing Travel Team to Transfer to a Different Club

- New paragraph added

Para 10 – Uniforms

- Added purchase of its own uniform through BURKE AC; deleted “red” as a BURKE AC club color; deleted “Teams formed prior to 8/1/02 have two years to comply with BURKE AC required colors.”

Para 11 – Travel Team Fund Raisers

- Replaced “BURKE AC Operating Committee” with Travel Team Committee (TTC)

Para 14 Travel Team Finances

- Deleted BURKE AC Federal Tax ID number; added IRS requirements for teams with independent contractor coaches or trainers; added exemption for teams formed before June 3, 2003 to change banks; added BURKE AC Travel Team Financial Report as attachment 3

Para 15 Miscellaneous

- Amendments (para 15.3) – revised statement to reflect the fact that the BOD may make changes. Amendments and modifications to this travel policy and the TTC may recommend changes, amendments and modifications to this policy to the BOD for approval.

May 21, 2007	V3	Mike Bordell	Para 4.5 Travel Team Coach Per BAC Board of Directors motion on May 21, 2007, the following is added to para 4.5. "Each Travel team shall have one head coach and that, unless otherwise indicated by the Board, the head coach shall be the team's professional coach."
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Table of Contents

1. BURKE AC TRAVEL TEAM PHILOSOPHY AND POLICY PURPOSE.....	1
1.1 GOALS.....	1
1.2 POLICY PURPOSE.....	1
2. TRAVEL RULES AND REGULATIONS	2
2.1 APPLICATION OF TRAVEL RULES AND REGULATIONS	2
2.2 TEAM AFFILIATION.....	2
2.3 GOVERNING BY LAWS, POLICIES, RULES AND REGULATIONS.....	2
3. REGISTRATION	2
4. BURKE AC TRAVEL TEAM OFFICIALS AND THEIR DUTIES	3
4.1 TECHNICAL DIRECTOR.....	3
4.1.1 ANNUAL TRAVEL TEAM COACH AND ASSISTANT COACH REVIEW	4
4.2 TRAVEL TEAM COMMITTEE	4
4.3 TRAVEL COMMISSIONER	5
4.4 LEAGUE REPRESENTATIVES.....	5
4.5 TRAVEL TEAM COACH	6
5. FORMATION OF TRAVEL TEAMS	7
5.1 COACH SELECTION AND CRITERIA.....	7
5.1.1 NEW TRAVEL COACHES.....	7
5.1.2 EXISTING TRAVEL TEAMS COACHES FOR AGES OLDER THAN 8/1/1992:.....	8
5.1.3 FOR TRAVEL COACHES FOR AGES 8/1/1992 TO 8/1/1996	9
5.1.4 FOR TRAVEL COACHES FOR AGES YOUNGER THAN 8/1/1997.....	10
5.1.4.1 PROFESSIONAL COACHES	10
5.1.4.2 ASSISTANT COACH SELECTION AND CRITERIA	11
5.2 VOLUNTARY REPLACEMENT OF COACH FOR AN ESTABLISHED BURKE AC TRAVEL TEAM	12
5.3 REMOVAL OF A COACH.....	12
5.4 TEAM MANAGER.....	13
6. PLAYER SELECTION	14
6.1 PLAYER TRYOUTS	14
6.2 TEAM ROSTERS	14
7. PRACTICES	14
8. REQUEST FROM EXISTING TRAVEL TEAM TO JOIN BURKE AC.....	14
9. REQUEST FROM EXISTING TRAVEL TEAM TO TRANSFER TO A DIFFERENT CLUB.....	15
10. UNIFORMS	15
11. TRAVEL TEAM FUND RAISERS	16
12. PROTESTS.....	16
13. TOURNAMENTS	16
14. TRAVEL TEAM FINANCES	16
15. MISCELLANEOUS.....	17
15.1 DUTIES AND RESPONSIBILITIES DEFINED IN THIS POLICY	17

15.2 CONFLICTS WITH LEAGUE RULES	17
15.3 AMENDMENTS	17
BURKE AC Coaches Evaluation	18
Tryout Registration Form	19
BURKE AC Travel Team Financial Report.....	20

1. BURKE AC TRAVEL TEAM PHILOSOPHY AND POLICY PURPOSE

Burke Athletic Club (BURKE AC) sponsors a comprehensive soccer program for boys and girls three to nineteen years of age. The BURKE AC travel program provides a more competitive and advanced playing opportunity for its participants. It is the mission of BURKE AC to create a meaningful, positive experience for travel players; to develop soccer skills; and to teach the lessons associated with team play (i.e., sportsmanship, building self-esteem).

Experienced coaches know that the only measure of success should be whether the team has played hard and has played well, not necessarily whether the team wins. The true measure of the success of BURKE AC is what the players will take with them long after they have stopped playing soccer: their soccer skills, a love of the game, an understanding of what teamwork and team participation means, and lifelong memories and friendships.

It is the policy of BURKE AC that discrimination based on race, color, creed, sex, or national origin is strictly prohibited.

1.1 Goals

The goals of the BURKE AC travel soccer program are to:

- Provide a balanced program that affords opportunities for maximum skill development and the challenge of higher-level competition
- Provide an opportunity for the most talented and dedicated players in the area to play together, to allow teams to play at the highest level of competition possible
- Provide an opportunity for players who both desire more advanced play and have appropriate level of knowledge, skills, and abilities
- Meet the developmental needs of a travel player, taking into account a player's physical, mental, and social growth and developmental needs as well as player and parent commitment
- Establish and maintain competitive teams in the National Capital Soccer League (NCSL), Washington Area Girls Soccer League (WAGS), and/or Old Dominion Soccer League (ODSL)

1.2 Policy Purpose

The purpose of the BURKE AC Travel Program is to provide the best possible soccer experience for the players while also creating greater accountability and coordination between the Travel Program, the parents, the BURKE AC Board of Directors (BOD) and the club as a whole. This will be accomplished through the following:

- Create the best environment possible for children to increase their skill level while continuing to learn good sportsmanship and enjoy the game of soccer.

- Setting a clear and simplified structure of control and communication. Reduce the duplication of tasks and efforts. Provide a more efficient use of human resources.
- Establishing clear learning objectives and expectations for each age group. Age appropriate guidelines as established by the United States Soccer Federation, United States Youth Soccer, Virginia Youth Soccer Association and the Positive Coaching Alliance.
- Establishing a clear and simple method of accountability that can be shared between the travel coaches, travel parents, players and the BURKE AC BOD. Guidelines and evaluations will now be in a codified written form. Discussions will be based on a shared common vocabulary. This will help to reduce ambiguity, misunderstanding and miscommunication.
- Provide positive role models to our youth

2. TRAVEL RULES AND REGULATIONS

2.1 Application of Travel Rules and Regulations

The Travel Rules and Regulations, as approved by the BOD, apply to all BURKE AC Travel Teams. Failure to abide by these rules may result in fines of, but not limited to, \$100 per incident, at the discretion of the Travel Commissioner.

A seasonal year is from September 1 to August 31 and includes a fall and spring season.

2.2 Team Affiliation

The rights to the travel teams belong to BURKE AC. A travel team, once in existence, belongs to the Club – not the coach or the parents. If a BURKE AC team is in a travel league, the only way that the team can play for another club is with a release from BURKE AC and the league position in the league structure belongs to BURKE AC. However, The league team identification numbers are property of the leagues (e.g. Nxxx, Wxxx, ODxxxx).

2.3 Governing By Laws, Policies, Rules and Regulations

The travel program is governed by BURKE AC's Articles of Incorporation, By Laws, and other policies, rules and regulations that the BURKE AC Board may occasionally enact. In addition, the travel program is subject to this travel policy and the rules, regulations or other policies that are adopted under this Policy's authority.

3. REGISTRATION

BURKE AC's internet team registration shall be completed prior to any player participating in practices or games, excluding tryouts. BURKE AC League Representatives shall verify that each player is registered with BURKE AC prior to

approving the team roster on the Virginia Youth Soccer Association (VYSA) Online Travel Registration System.

Teams compete in the NCSL, WAGS, or ODSL. It will be the responsibility of each team to secure the required online travel player registration, completed forms and appropriate fees to be forwarded to BURKE AC through the designated league representative, at least fourteen (14) days prior to the NCSL, WAGS, or ODSL deadlines. Teams will not be entered in the NCSL, WAGS, or ODSL until all team registration requirements have been satisfied. The following forms and fees, as periodically set by the Travel Team Committee, and approved by the Board of Directors, shall be submitted:

- Internet travel player registration and fee
- Internet travel coach and assistant coach application
- KidSafe form, completed on the VYSA Website by each adult volunteer who will have direct contact with any player
- League Player, Coach, and Parent Code of Conduct Forms, signed by each respective player/adult
- Training or professional coach fees
- Any other financial obligations required to bring the team in financial good standing with BURKE AC
- Rosters, forms, or other payments due to the NCSL, WAGS, or ODSL
- Other forms and fees as BURKE AC may require from time to time

4. BURKE AC TRAVEL TEAM OFFICIALS AND THEIR DUTIES

4.1 Technical Director

The Technical Director is an advisor to BURKE AC. The Technical Director is hired by the President and approved by the Board of Directors. The Technical Director provides ongoing direction for the travel program to achieve BURKE AC's vision of producing highly skilled soccer teams at each respective age group and competitive level.

The duties and responsibilities of the Technical Director include, but are not limited to:

- Increasing the skill level of travel players by providing them with a higher standard of training and higher standard of coaching
- Developing and building programs that provide players of varying abilities with an opportunity to play at the highest levels to which they can aspire.
- Interview, evaluate and recommend travel coaches to the Travel Team Committee
- Provide to the club a codified coaches evaluation process

- Identify talented players in the club system and ensure that the district and state travel teams and other relevant organizations are made aware of them.

4.1.1 Annual Travel Team Coach and Assistant Coach Review

The Technical Director shall conduct an annual review of each Travel Coach after the Spring Season and Assistant Coach (collectively referred to in this section as “Coach”). The BURKE AC procedure for conducting the annual review of Travel Coaches is as follows:

- The Technical Director shall schedule annual interviews with each Travel Coach no later than the end of the spring season.
- Written evaluations shall be reviewed with the Travel Coach (See Attachment 1 - TBP). Any Travel Coach’s review and/or recommendation rendered by the Technical Director may be appealed, in writing, to the TTC within seven (7) days of the adverse review or recommendation.

4.2 Travel Team Committee

The Travel Team Committee (TTC), chaired by the Travel Commissioner, is the advisory board for decision-making, support, and information in respect to travel team formation. The Travel Team Committee consists of the Travel Commissioner, the NCSL Representative, the WAGS Representative, the ODSL Representative, one (1) assigned member of the BOD, and two travel team parent representatives appointed by the President and approved by the Board. The Technical Director is an advisor to the TTC. A quorum is constituted by a majority of the TTC members.

The duties and responsibilities of the Travel Team Committee include, but are not limited to:

- Administers travel policies regarding all travel team issues
- Develops rules, procedures, and guidelines, as necessary, to effectively manage the travel division and to recommend appropriate action to the Board of Directors (BOD).
- Review coaching applicants submitted by the Technical Director and recommend approval or denial for coaching position to the BOD
- Solicit input from all travel team coaches prior to significant changes in policy or procedure
- The TTC shall conduct, at a minimum, a pre-season meeting before the spring and fall season.
- Develop and administer the travel program budget

4.3 Travel Commissioner

The Travel Commissioner is appointed by the President and approved by the BOD. The Travel Commissioner, or his designee, shall attend all required meetings and represent BURKE AC in all league matters.

The duties and responsibilities of the Travel Commissioner include, but are not limited to:

- Represent the interests of the Club as well as the interest of players, the coaches and other personnel in the BURKE AC Travel Program
- Determine playability of fields on game day and notify league officials and BURKE AC coaches if games are to be cancelled as soon as possible, but no later than three hours prior to the start of the first game.
- Represent BURKE AC in handling disputes between travel team coaches and parents and all other disputes involving travel teams.
- Develop and administer the travel program budget in conjunction with the TTC.
- Receive, investigate, and report, where necessary, to the BOD, any inquiries and complaints against any travel team coach, player, or team official. Follow up with a report to the Technical Director and Conduct Committee.
- Maintain record of cautions (yellow card) and ejections (red cards) received by travel coaches and their team in the NCSL, WAGS, and ODSL. Follow up with a report to the Technical Director.
- Explaining the program, its objectives and methods to the travel parents including the individual player's evaluation.
- Conduct an annual introduction to travel parent meeting (February)
- Conduct an overall travel parents meeting (September)
- Provide tournament information to all travel team coaches.
- Assure practice and game fields are assigned through the BURKE AC Field Scheduler.
- Coordinate use of equipment and the set up/take down of equipment for games.
- Undertake such other travel soccer related activities and responsibilities as are appropriate or delegated to him/her by the BOD.
- Is a member of the BURKE AC Conduct Committee.

4.4 League Representatives

The Travel Commissioner appoints the NCSL representative, the WAGS representative, and the ODSL representative, subject to the approval of the BOD.

The duties and responsibilities of the League Representatives include, but are not limited to:

- Provide Travel Commissioner with copies of each team's official, stamped roster
- Maintain line of communication between the NCSL, WAGS, and ODSL travel leagues, BURKE AC, and the BURKE AC Travel Program
- Attend each League meeting to represent BURKE AC on matters of policy and vote on all issues brought forward, after consultation with the TTC and/or the BURKE AC Board of Directors. This is not a personal vote but a vote on behalf of the BURKE AC travel program.
- Assure that the travel team entries are filled out properly, signed and delivered to the various Leagues with all fees prior to the closing date for registration and entries
- Distribute rules and procedure manuals to each coach or team manager, and to provide a copy to the Travel Commissioner
- Assist coaches to insure that each travel player is properly carded with their appropriate League and all registration is completed
- Undertake such other travel soccer related activities and responsibilities as are delegated to him/her by the Travel Commissioner

4.5 Travel Team Coach

BURKE AC endorses the use of professional coaches/trainers. A professional coach is a coach who is under contract to BURKE AC. BURKE AC's travel team coaches are expected to meet high standards for technical competence; knowledge of soccer rules and tactics; ability to work effectively and positively with travel team players; and ability to interact effectively and positively with travel team parents, other coaches, and club and league administrators. Travel team coaches are responsible for the selection of travel team members; for team training; for all on-field decisions; and for the overall conduct of the team, on and off the soccer field

Each Travel team shall have one head coach and that, unless otherwise indicated by the Board, the head coach shall be the team's professional coach.

By accepting a coaching position, a travel team coach agrees to abide by BURKE AC's, and the Leagues' policies, rules and regulations and agrees to abide by the vision established for the travel program by the Technical Director, the TTC and the BURKE AC Board of Directors.

The Board reserves the right to dismiss any coach or other team official at any time during the season. The Board further reserves the right to review the performance of its travel coaches on an ongoing basis and to counsel, discipline or dismiss any coach for violations of BURKE AC's bylaws, policies and/or procedures where such action is deemed to be in the best interests of the team, its players or the Club.

All travel team coaches will follow the Positive Coaching Alliance philosophy and guidelines.

Travel Team coaches will coach no more than two BURKE AC teams unless approved by the Technical Director and BOD. Travel team coaches will report to the travel commissioner and the technical director the name of non-BURKE AC teams they currently are affiliated with including their positions as head coach, assistant coach and trainer during their time as a BURKE AC Travel Coach.

The duties and responsibilities of the Travel Team Coach include, but are not limited to:

- Assuring that the team adheres to BURKE AC policies, rules and regulations
- Organize tryouts, team, practices, games, and parent volunteers
- Responsible for the conduct and behavior of both his/her players and any adults on and off the soccer field
- Assure that all club and league registration materials are submitted correctly and in a timely manner
- Responsible for game day field set up and take down

5. FORMATION OF TRAVEL TEAMS

BURKE AC Travel Teams will be formed once per year at the conclusion of the spring season. Coaches will be selected in the spring for the following seasonal year. Depending on availability of players, coaches for travel teams will be organized according to the following criteria.

5.1 Coach Selection and Criteria

The BURKE AC Travel Program stresses quality coaching, tactical understanding, physical preparation, psychological development and both individual player and team development.

5.1.1 New Travel Coaches

Persons interested in coaching a travel team should request, in writing (email resume is acceptable), consideration for appointment as a new travel team coach by April 1, for the next seasonal year. New Travel coaches shall be recommended by the Technical Director and approved by the TTC. The Travel Commissioner shall then submit resumes for new travel coach(es) candidates to the BOD for approval. An appeal of the TTC's decision may be made to the BOD. Prospective travel coaches shall meet the following requirements:

- Meet or exceed the Virginia Youth Soccer's coaching expectation guidelines. (<http://www.vysa.com/programs/34831/34832.html>). He or she will provide verification that they have met these guidelines.

- Submit a resume to the Technical Director
- Complete the KidsSafe application on the VYSA Website.
- Complete Positive Coaching Alliance Dual Goal Coach Program within six months of their assuming their position with their team.

5.1.2 Existing Travel Teams Coaches for ages older than 8/1/1992:

- Coaches of existing travel teams shall request consideration for reappointment, in writing, to the Travel Commissioner by May 1 for the next seasonal year. The Technical Director shall determine suitability of reappointment and make a recommendation to the TTC for approval. The Travel Commissioner shall submit the names to the BOD for approval.
- Existing travel professional travel coaches shall:
 - Meet or exceed the Virginia Youth Soccer's coaching expectation guidelines. (<http://www.vysa.com/programs/34831/34832.html>). He or she will provide verification that they have met these guidelines.
 - Complete the KidsSafe application on the VYSA Website.
 - Complete Positive Coaching Alliance Dual Goal Coach Program as mandated by travel leagues or within six months of their assuming their position with their team.
 - Be evaluated by the Technical Director, which factors may include, but are not limited to the following:
 - Direct observation of coaching session
 - Interview
 - Soccer coaching experience and past record
 - Other coaching experience
 - Soccer playing experience
 - Participation in continuing soccer education
 - Demonstrated ability or experience in teaching young people
 - Sportsmanship
 - Reputation
 - Ability to relate to players and parents
 - Ability to attract prospective travel players to the program
 - Previous reviews by BURKE AC Technical Director

Travel coaches/teams may, at their own discretion, retain the services of paid professional trainers. The travel coach/team responsible for retaining the services of

the paid professional trainer is solely responsible for any financial obligation associated with the use of a paid professional trainer

5.1.3 For Travel Coaches for ages 8/1/1992 to 8/1/1996

Professional coaches are mandatory for BURKE AC NCSL and WAGS travel teams ages 8/1/1992 to 8/1/1996. All BURKE AC professional coaches shall sign a BURKE AC contract or be under a professional soccer coaching services company contract.

- Professional coaches of existing travel teams shall request consideration for reappointment, in writing (email is acceptable), to the Travel Commissioner by April 1 for the next seasonal year. The Technical Director shall determine suitability of reappointment and make a recommendation to the TTC for approval by May 1. The Travel Commissioner shall submit the names to the Board for approval.
- Existing travel professional travel coaches shall:
 - Meet or exceed the Virginia Youth Soccer's coaching expectation guidelines. (<http://www.vysa.com/programs/34831/34832.html>). He or she will provide verification that they have met these guidelines.
 - Submit a resume to Technical Director
 - Complete the on-line VYSA KidSafe application on VYSA website
 - Complete Positive Coaching Alliance Dual Goal Coach Program as mandated by travel leagues or within six months of their assuming their position with their team.
 - Be evaluated by the Technical Director, which factors may include, but are not limited to the following:
 - Direct observation of coaching session
 - Interview
 - Soccer coaching experience and past record
 - Other coaching experience
 - Soccer playing experience
 - Participation in continuing soccer education
 - Demonstrated ability or experience in teaching young people
 - Sportsmanship
 - Reputation
 - Ability to relate to players and parents
 - Ability to attract prospective travel players to the program

- Previous reviews by BURKE AC Technical Director

BURKE AC establishes and maintains the contract with the professional travel coach. This contract is held exclusively with BURKE AC.

Professional travel coaches under contract to BURKE AC either directly or through a professional soccer coaching services company, cannot be dismissed by the parents of a travel team. If travel team parent(s) desire a change of coach the issue shall be resolved IAW paragraph 5.3, Removal of a Coach. In the event that a match between the professional travel coach and travel team is unsuccessful, the Technical Director and Travel Commissioner will work with the team to locate a replacement professional travel coach.

Professional travel coaches or BURKE AC trainers will be paid a fee by BURKE AC from the Travel Program professional travel coaching fees collected. Each travel player will be assessed a seasonal (fall and spring) professional coaching fee as determined by the TTC.

The professional travel coach's expenses incurred relating to tournaments are the responsibility of each individual travel team.

Travel Teams may hire an outside independent contractor for technical/skills training on their own with approval of the BOD and Technical Director

5.1.4 For Travel Coaches for ages younger than 8/1/1997

5.1.4.1 Professional Coaches

Professional coaches are mandatory for travel teams ages younger than 8/1/1997. All BURKE AC professional coaches shall sign a BURKE AC contract or be under a professional soccer coaching services company contract.

- Be evaluated by the Technical Director, which factors may include, but are not limited to the following:
 - Direct observation of coaching session
 - Interview
 - Soccer coaching experience and past record
 - Other coaching experience
 - Soccer playing experience
 - Participation in continuing soccer education
 - Demonstrated ability or experience in teaching young people
 - Sportsmanship

- Reputation
- Ability to relate to players and parents
- Ability to attract prospective travel players to the program
- Previous reviews by BURKE AC Technical Director

Professional travel coaches under BURKE AC, either directly or through a professional soccer coaching Services Company cannot be dismissed by the parents of a travel team. In the event that a match between the contracted professional travel coach, travel commissioner and travel team is unsuccessful, the Technical Director and the Travel Commissioner will work with the team to locate a replacement professional travel coach.

Professional travel coaches or trainers will be paid a fee by BURKE AC from the Travel Program professional travel coaching fees collected. Travel teams are responsible for paying fees sufficient to cover the costs of the professional coach. Each travel player will be assessed a seasonal (fall and spring) professional coaching fee as determined by the TTC.

Professional travel coach's expenses incurred relating to tournaments are the responsibility of each individual travel team.

- Contracted professional coaches shall complete Positive Coaching Alliance Dual Goal Coach Program as mandated by travel leagues or within six months of their assuming their position with their team.
- Professional coaches shall complete the on-line VYSA KidSafe application on VYSA website.

5.1.4.2 Assistant Coach Selection and Criteria

House coaches who are not hired as a professional travel coach are encouraged to apply as an assistant coach. The assistant coach will work with the professional travel coach in coordinating and running practice sessions. The assistant coach may also act as head coach in the event that the professional coach is unavailable.

Persons interested in applying for an assistant travel coach position shall request, in writing (email is acceptable) consideration for appointment as an assistant travel coach by April 1 for the next seasonal year. New assistant travel coaches shall be recommended by the Technical Director and approved by the TTC. The Travel Commissioner shall submit the names of the prospective applicants to the BOD for approval.

Assistant coaches shall:

- Meet or exceed the Virginia Youth Soccer's coaching expectation guidelines. (<http://www.vysa.com/programs/34831/34832.html>). He or she will provide verification that they have met these guidelines.
- Complete the BURKE AC coaches training program with the Technical Director
- Complete the on-line VYSA KidSafe application on VYSA website
- Complete Positive Coaching Alliance Dual Goal Coach Program as mandated by travel leagues or within six months of their assuming their position with their team.

5.2 Voluntary Replacement of Coach for an Established BURKE AC Travel Team

Procedures for a request of a new coach for an existing BURKE AC team when the coach resigns voluntarily are as follows:

- A coach shall submit his letter of resignation, in writing (email is acceptable), to the Travel Commissioner and Technical Director.
- The Technical Director will recommend a suitable replacement coach to the TTC for approval.
- The Travel Commissioner shall submit the new coach's name to the BOD for approval

5.3 Removal of a Coach

The following include, but are not limited to, grounds for the suspension or involuntary release of a BURKE AC travel coach:

- Debarment or suspension by the league in which the travel team plays or by the VYSA.
- A finding of guilt as to any type of inappropriate physical contact with a team member, whether in anger or otherwise.
- A finding of guilt as to fraud or other intentional misuse or misappropriation of team funds.

In addition to the above grounds for suspension or removal, the following conduct or situations shall be brought to the Conduct Committee for review:

- Inappropriate or abusive verbal conduct directed at a team member or a parent
- Inappropriate or abusive verbal conduct directed toward BURKE AC administrators, league administrators, referees or the public

If a team desires a change of coach, but the existing coach, and/or some team members do not concur, the issue is resolved as follows:

- The team shall communicate in a written letter to the Travel Commissioner their desire to replace a coach. All the team parents agreeing with the request to remove the coach shall sign the letter. The Travel Commissioner will respond within seven (7) days of the date of the complaint that the issue is being reviewed.
- The Travel Commissioner will notify the Technical Director and the coach, in writing (email is acceptable) within seven days (7) of the date of the complaint that a request has been received to remove him as coach.
- The Travel Commissioner will begin an investigation into the matter gathering such Burke AC background information as would be required to gain insight into the dispute. The coach and team parents will be interviewed to gather facts.
- The Travel Commissioner shall, after gathering facts, present his findings within twenty one (21) days of the date of the complaint, to the TTC who will then have seven (7) days to meet, deliberate, and issue a written decision on whether or not the coach will be removed.
- The TTC shall forward its decision to the coach and to the BOD within seventy-two (72) hours.
- Decision of the TTC may be appealed, in writing (email is acceptable), to the Board of Directors. The Board shall meet within ten (10) business days of receipt of the coach's and/or parent's appeal.
- Any coaching appointment shall follow the guidelines set forth in the Travel Rules and Regulations.

5.4 Team Manager

The travel team manager is the administrator of the team and is chosen by the coach and/or the travel team. The team manager's duties and responsibilities include, but are not limited to:

- Working cooperatively and in a timely manner with his/her league club rep and Travel Commissioner.
- Ensuring that all rostered players are registered on line with BURKE AC
- Ensuring that all BURKE AC, VYSA, league forms are completed and turned in to the league club rep
- Collecting all seasonal coaching fees, tournament fees and other fees and forwarding them to BURKE AC
- Completing all tournament applications
- Ensuring that uniforms meet BURKE AC requirements

- Organizing fundraising efforts, if any
- Communicating pertinent team information to the Travel Commissioner
- Any other duties as delegated by the coach or league representative or Travel Commissioner.

6. PLAYER SELECTION

The coach is responsible for the selection of players for his/her team.

6.1 Player Tryouts

Each travel coach shall hold a spring/summer tryouts for the upcoming seasonal year to select the best-qualified players for the team. Tryouts are mandatory. The time and place of the tryouts will be mutually agreed upon by the travel coach, Technical Director, and Field Scheduler.

The coach shall maintain a record of all players trying out (See Attachment 2). Once final roster selections are made the coach shall notify all players within seven (7) days of their status whether they made the team or not.

Try outs between the fall and spring seasons may be held.

6.2 Team Rosters

Each club rep will provide the Travel Commissioner with an official, stamped copy of each of their league's VYSA team roster and forward any roster changes within ten (10) days.

7. PRACTICES

The Club will assign practice fields and times at the beginning of each season. No changes will be made to practice schedules on BURKE AC assigned fields without receiving prior approval from the Travel Commissioner. Any practices on private facilities will be at the sole responsibility of the individual team and its' members.

Teams shall follow all published guidelines and regulations when using public practice facilities. Failure to do so may result in the loss of practice field privileges. Travel teams shall have field permits available at the field.

8. REQUEST FROM EXISTING TRAVEL TEAM TO JOIN BURKE AC

Travel teams affiliated with another club may apply to join BURKE AC. Interested coaches shall send a letter with expression of interest and qualifications to the Travel

Commissioner and Technical Director. Factors, which may be considered in the evaluation and decision, may include, but not be limited to:

- Field availability and field usage
- Whether or not two travel teams already exist in that age group
- History of team applying
- That coach meets or is willing to meet the BURKE AC travel coach eligibility requirements and Positive Coaching Alliance certification within one year of acceptance.
- The Technical Director will make his recommendation to the TTC for a vote. The Travel Commissioner will submit the information to the Board for approval.

9. REQUEST FROM EXISTING TRAVEL TEAM TO TRANSFER TO A DIFFERENT CLUB

Travel teams affiliated with BURKE AC may request to transfer to a different club provided they meet the below requirements:

- Submit a written request to the BOD and Travel Commissioner, signed by Coach and all team parents, stating reason for departure and gaining club by 1 June. Include a copy of the acceptance letter or email from gaining club.
- The Travel Commissioner shall provide a letter or email stating that the team leaving is in good standing if the financial and adjudication criteria are met.
- After the teams request to transfer to a new club is accepted by the league, a copy of the letter or email will be provided to the Travel Commissioner.
- Provide a copy of BURKE AC Travel Team Financial Report as of 30 May or 1 Jan.
- Provide a copy of latest bank statement.
- Provide all unused checks with the BURKE AC name listed with the travel team name.
- Provide a copy of the team checking account register for last twelve months.

10. UNIFORMS

Each travel team is responsible for the purchase of its own uniforms. Color will conform to BURKE AC club colors of Royal Blue (primary color) and white.

For all scheduled games, including tournaments, travel teams will wear uniforms that conform to the BURKE AC club colors. Warm ups can vary by team.

The BURKE AC logo will be consistently displayed on all travel team uniform shirts with a player number on the BURKE AC. They may carry the player's name but not any other name or position designation.

Teams coming from other clubs have one calendar year from joining BURKE AC to comply with BURKE AC travel team uniform policy.

No part of the uniform worn during play may bear any symbol, name or lettering of a team sponsor. Sponsor credits may, however, be displayed on such articles as warm-up suits, jackets, and bags.

11. TRAVEL TEAM FUND RAISERS

Travel teams desiring to fund raise shall do so as an independent entity. Money generated shall be used by the team to support the soccer-related activities and expenses incurred by the team. An individual travel team may elect to have a sponsor or sponsors. All travel teams sponsors shall be approved by the TTC.

12. PROTESTS

Protests by travel teams will be reviewed through their respective leagues in accordance with the policies contained in League Rules and Regulations.

13. TOURNAMENTS

Travel teams may only participate in tournaments that are sanctioned by the appropriate USSF state body. Travel teams are responsible for all costs associated with tournaments, including expenses incurred by professional coaches/trainers.

14. TRAVEL TEAM FINANCES

Each travel team affiliated with BURKE AC shall:

Maintain an accurate, up-to-date record of all team income and disbursements

Use the BURKE AC EIN (tax ID number) and BURKE AC name on all bank accounts (for example, bank accounts and checks should read BURKE AC Green Dragons)

Provide a twice yearly accounting to the Travel Commissioner of all financial activity due on July 15 (for activity Jan 1 through June 30) and on January 15 (for activity July 1 through December 31) on the "BURKE AC Travel Team Financial Report" form (see Attachment 3).

Assure all travel players register using the BURKE AC internet registration system

Provide information to BURKE AC Treasurer on payments to coaches/trainers that exceed \$600 in a calendar year by January 15 of the following year

Have BURKE AC Treasurer or designee as co-signatory on the team bank account

Use only those banks identified by the BURKE AC Treasurer

For teams with independent contractor coaches or trainers, the travel team treasurer shall provide a copy of the IRS Form 1099-MISC, Miscellaneous Income to the BURKE AC Treasurer by 30 January. The payers name should be the team name and the team treasurer's address. The coach's name and address should list in the recipient's name box. See IRS website www.irs.gov for more information on how to complete the Form 1099.

Any team failing to adhere to this policy shall not be a team in good standing with BURKE AC and will lose the BURKE AC travel sponsorship. BURKE AC travel teams formed before June 3, 2003 with existing checking accounts are exempt from changing banks.

- Uniforms, tournament costs and any miscellaneous fees are the responsibility of the travel team
- Travel teams shall be liable for any damage incurred to public fields and gyms as a result of misuse.
- Players who qualify for public assistance (e.g., school lunch program) may also qualify for the Fairfax County Sports Scholarship program. Check the Fairfax County website for the most recent policy and procedures.

15. MISCELLANEOUS

15.1 Duties and Responsibilities Defined in this Policy

The duties and responsibilities defined for various travel personnel are not meant to be all encompassing. These duties and responsibilities may change from time to time, as defined by the Travel Commissioner, Technical Director, TTC, and BOD.

15.2 Conflicts with League Rules

All questions concerning the interpretation or application of this policy will be resolved solely by the TTC. In the event of any inconsistencies found in these policies and those of the USSF, the U.S. Youth Soccer, the VYSA, the NCSL, the WAGS, the ODSL, or BURKE AC policies, then the USSF, the U.S. Youth Soccer, the VYSA, the NCSL, the WAGS, the ODSL, or BURKE AC policies, as applicable, shall be the controlling rule.

15.3 Amendments

The BOD may make changes, amendments and modifications to this travel policy and the TTC may periodically recommend changes, amendments and modifications to the BOD for approval.

D R A F T
BURKE AC Coaches Evaluation

To be published

Burke Athletic Club

Tryout Registration Form

Player Information:

Player Name: _____ Date of Birth: _____

Address: _____ Home Phone: _____

City: _____

Seasons Played: _____ Positions Played: _____

Select/Travel Experience: _____

Other Comments/Pertinent Medical Information: _____

Family Information:

Father: _____ Mother: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

E- Mail Address: _____ E-Mail Address: _____

Consent to Play: I, the parent of _____, hereby give my approval for his/her participation in any and all activities of the Burke Athletic Club. I assume all risks and hazards incidental to such participation and I hereby waive, release and agree to hold harmless the Burke Athletic Club for any claim arising during his/her participation in the above activity.

Medical Release: I hereby give permission for any and all medical attention necessary to be administered to my child in the event of an accident, injury or sickness under the direction of a league official until such time as I may be contacted. I also hereby assume the responsibility for payment of any such treatment.

Proof of Age: I certify that I have represented my child's age correctly and I understand that I may be required to provide age verification at any time prior to or during the soccer season.

Signature of parent or guardian: _____ **Date:** _____

Attachment 2

BURKE AC Travel Team Financial Report

To be filed with the BURKE AC Travel Commissioner by July 15 and January 15 of each year

Team Name: _____ Date: _____

Age Group: _____ League: _____ Bank: _____

Coach : _____ Acct #: _____

List all authorized signatures on the account:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Team Income

Team Expenses

Opening Balance _____ Tournament Fees _____

Fundraising _____ Uniform Costs _____

Parent Payments _____ Equipment Costs _____

Donations _____ Trainer/Coach Fees _____

Other* _____ Facility Charges _____

Other * _____ Travel Costs _____

Other* _____ Other* _____

Total Income _____ Total Expenses _____

Ending Balance (Total Income – Total Expenses) _____

*explanation of other(s) _____

Is checkbook balance in agreement with the bank statement? (circle one) YES or NO

Prepared by: _____
Print name Signature

Email: _____ Phone: _____

Attachment 3