



Leesburg FC Travel Program Policies and Procedures

Updated: March 8, 2013





1. Program Description

The goal of the Leesburg FC (Football Club) travel program is to provide an opportunity for players to play soccer at a competitive level appropriate to their training, experience, and commitment, with a primary focus of player development, both at an individual and team level.

Key components of the travel program are:

- Experienced coaches/trainers selected by Leesburg FC providing weekly training to all teams ensuring consistent player development and coach education
- Dedicated spirit of teamwork and competitive player development

2. Roles and Responsibilities

This section outlines the individual roles that need to be addressed to adequately support the travel program. Note that more than one role may be satisfied by a single individual as circumstances require.

2.1 Executive Committee

The Executive Committee, chaired by the President, is the overseeing body for Leesburg FC decision making, support, and information with respect to team formation and ongoing management.

The Executive Committee includes:

- President
- Vice President
- Secretary
- Treasurer
- Leesburg FC Club Representatives for NCSL, ODSL and WAGS

Regular meetings will be held as determined by the President, with at least one meeting occurring prior to the start of each season and one scheduled approximately halfway through the season. Minutes will be taken at these meetings and all minutes forwarded to the Leesburg FC Executive Committee and team representatives within a week of the meeting occurrence.

Duties and Responsibilities

- Makes decisions regarding all travel team issues according to Leesburg FC policy and procedures
- Ensure compliance with all Leesburg FC Travel policies and procedures



- Make recommendations to the BOD on grievances as per the Grievance Policy
- Establish and enforce minimum requirements for travel coaches
- Establish and enforce continuing education requirements for travel coaches
- Select, oversee and pay club trainers, as applicable

2.2 President

The President has primary responsibility for the travel program and all travel teams playing for Leesburg FC.

Duties and Responsibilities

- Chair the Executive Committee
- Chair the Grievance Committee for Travel Soccer league disputes.
- Work with the ODSL, WAGS, and NSCL commissioners, and appropriate Leesburg FC personnel to coordinate field use, equipment purchases, referees, website updates, and other similar administrative matters
- Ensure that Leesburg FC Travel Soccer policies and procedures documents are maintained and updated as necessary
- Maintain overall level of awareness and education regarding matters of Leesburg FC Travel Program for coaches, parents, and players
- Other related activities as deemed appropriate by the Executive Committee

2.3 Vice President

The Vice President has primary responsibility for development and performance of coaches and coaching education within Leesburg FC. The Vice President must have, at a minimum, a USSF D License or equivalent experience subject to approval by the Leesburg FC Executive Committee.

Duties and Responsibilities

- Plan player training and events, as needed
- Meet regularly with the Executive Committee to review performance of the trainers and training program, identifying any necessary adjustments
- Work with the selected trainers to establish an appropriate training plan for each age group
- Deal with any training-related issues
- Plan specialized coaching training, licensing courses and events, as needed



- Review coaches/trainers and their resumes and make recommendations for AGC and head coach selection to the President
- Deal with any coaching related issues
- Conduct training sessions
- Evaluate coaches

2.4 Club Representatives

Club Representatives serve as the primary point of contact for their respective leagues (NCSL/WAGS/ODSL) and act as liaison between Leesburg FC travel teams and leagues.

Duties and Responsibilities

- Ensure that all Leesburg FC Travel teams are registered with their league
- Ensure that all fees are collected from each Leesburg FC team within their league
- Serve as the primary point of contact for each AGC and/or Team Manager for issues involving Leesburg FC or the travel league
- Serve on committees established related to Leesburg FC Travel Soccer

2.5 Head Coach

The Head Coach is responsible for ongoing training and playing management of an individual team within and age group. Requirements for head coaches will vary depending on age group. Please see *Section 3.1: Coaches* for detailed requirements.

Duties and Responsibilities

- Manage all game activities for their team, including the conduct and behavior of all players, coaches and spectators on sidelines during the game
- Participate in all practice sessions and execute practice activities for their team under the direction of the trainers. If the coach is qualified and is not using a trainer, then they are responsible for training plans and execution for their team
- Identify specific team weaknesses for the trainer that may necessitate additional training focus
- Work cooperatively with other head coaches and trainers for the benefit of all players on the team
- Notify the Executive Committee of any issues with players, trainers or other coaches
- Ensure Team Managers perform their duties



2.6 Team Manager

The Team Manager is responsible for logistical management of a team.

Duties and Responsibilities

- Serve as liaison with Leesburg FC in coordination with the AGC to arrange field space for practices
- Monitor player registrations with the league for the whole team, ensuring that all materials are submitted correctly and in a timely manner
- Maintain finances for the team (or delegate to another individual), including payment of all league, training and tournament costs, as applicable
- Organize parent volunteers for all team and club related activities

2.7 Parents

Duties and Responsibilities

- Ensure that their children are properly registered with Leesburg FC and that all necessary information is provided
- Pay all Leesburg FC defined costs for participation in the travel program
- Cheer for the teams and players
- Provide a volunteer Team Sportsmanship Liaison who is responsible for reminding spectators to only make positive comments to/about all players, coaches, and referees

3. Travel Team Operations

3.1 Coaches

All coaches wishing to be a head coach for a Leesburg FC travel team must meet a minimum set of requirements, which vary depending on the age group. The Leesburg FC Executive Committee may grant an exception for one or more requirements after reviewing the coach's application.

3.1.1 Coach/Trainer Qualification Requirements

The following requirements must be satisfied for anyone wishing to coach a Leesburg FC Travel team.

U9 – U11 Coach/Trainer

- Completion of USSF National Youth License course, or equivalent experience subject to approval by the Leesburg FC Executive Committee



U12 – U19 Coach/Trainer

- Completion of all requirements for U9 – U11 coaches/trainers
- Completion of USSF D License course, or equivalent experience subject to approval by the Leesburg FC Executive Committee

3.2 Teams

Leesburg FC will form travel teams starting at the U9 level, forming the appropriate number of teams per gender depending on availability of qualified players, qualified coaches, available of fields and parent support.

3.2.1 Team Obligations

All teams, including coaches and parents participating in the Leesburg FC Travel Program, shall have the following obligations:

- Follow Leesburg FC by-laws, as applicable
- Follow all Leesburg FC Travel policies and procedures, as outlined in the Leesburg FC Travel Program – Policies and Leesburg FC Travel Program – Procedures documents, as well as any additional requirements levied by the Leesburg FC Executive Committee
- Follow the rules of their travel league
- Follow the rules of Virginia Youth Soccer Association
- Adhere to the Leesburg FC Code of Conduct
- Reimburse Leesburg FC in a timely manner for league registration
- Pay appropriate Leesburg FC registration fee
- Pay any fines levied against the team by the league
- Pay for all player uniforms and equipment
- Pay for all expenses related to tournament participation

3.2.2 Team Benefits

All teams playing as part of the Leesburg FC Travel Program shall receive the following benefits:

- Payment of league club fee (NCSL/WAGS/ODSL)
- Pre-payment of league team fee (NCSL/WAGS/ODSL)
- Support of a Club Representative for coordination between the team and the specific league (NCSL/WAGS/ODSL)



- Scheduling and use of practice fields for a minimum of two week-day practices per week
- Use of game fields
- Use of equipment (goals, nets/corner flags, liners, and so on)

3.2.3 Team Fees

Required team fees will be imposed on each travel team by Leesburg FC at the start of each season and shall include:

- Average of league fees for all teams in a given age/gender group
- Cost of required training for the season

Additional fees may be imposed to cover costs of optional training that a team may choose to take advantage of. In the event that a head coach satisfies the requirements for coaching without a trainer and elects to not use a trainer, then the team fees shall be adjusted accordingly to reflect the reduced cost to the team.

4. Leesburg FC Travel Procedures

4.1 New Travel Coach

Coaches interested in being a head coach for a Leesburg FC travel team must comply with the following procedure:

- The coach must first verify that he/she meets the minimum requirements as outlined in this document, *Section 3.1: Coaches*
- The coach must submit a Leesburg FC Travel Coach Application, found on the Leesburg FC website
- After review of all applications, the coach will be asked to meet with the Executive Committee.
- If selected, the coach must complete a Kid Safe form and a background check will be conducted
- Final decisions on coach selection will be made by February 1 for Spring season play and May 1 for Fall Season play.

4.2 Request for Creation of a New Team in an Age Group

In the event that there is a request to add an additional team within an age group, the following procedure must be followed:



- The individual or group wishing to form a new team must first notify the President,
- The proposed new team must have identified a candidate for head coach that meets the requirements of *Section 4.1: New Travel Coach*
- The Executive Committee will evaluate whether the addition of a new team is in the best interest of the club and whether the proposed coach meets the requirements
- The Executive Committee will review the request, taking into account factors including impact on the existing age group, training, and field space availability, and make a final decision
- The Leesburg FC Executive Committee will vote on the addition of the new team at the earliest possible opportunity

Requests for addition of new teams must be made according to the schedule below:

- December 1 for Spring season play
- April 1 for Fall season play

Final decisions about the addition of new teams will be made according to the schedule below:

- February 1 for Spring season play
- May 1 for Fall season play

4.3 Request for Existing Team to Join Leesburg FC

If an existing team affiliated with another club is interested in joining Leesburg FC, they must comply with the following procedure:

- A representative of the team, either the head coach or team manager, should contact the President and notify them of their desire to join Leesburg FC
- The head coach must follow the guidelines in *Section 4.1: New Travel Coach*
- The Leadership Committee will consider admission of the requesting team to play in Leesburg FC

4.4 Voluntary Replacement of Head Coach

If a head coach desires to voluntarily leave an established Leesburg FC team, the following procedure must be followed:

- The departing coach should notify the President of their intent to leave their position
- The President shall work with the team manager to identify potential new candidates for the head coach position and identify them to the Executive Committee



- Any coaching appointment must follow the guidelines in *Section 4.1: New Travel Coach*
- A team has a grace period of the next playing season following the departure of the coach to find a qualified coach. If they cannot find a qualified coach, then the team may be disbanded

4.5 Involuntary Release of a Coach (by Leesburg FC)

In the event that a head coach consistently or grievously violates the Leesburg FC By-Laws, Code of Conduct, respective travel league policies or procedures, Virginia Youth Soccer Association rules, is deemed by the Executive Committee to not be acting in the best interests of the team or the Club or acts inappropriately, Leesburg FC may remove that coach pursuant to the following procedure:

- The President will notify the head coach of their intent and allow the coach at least 72 hours to respond. If the coach intends to appeal the decision, then the coach must notify the Executive Committee in writing
- If the coach appeals, then the Executive Committee shall schedule a meeting time with the coach with at least 48 hours' notice
- At least three Leesburg FC Executive Committee members shall be present at the meeting, but may not be a parent/guardian of a team member
- The Executive Committee will make the final decision on removal of a Travel coach
- Any coaching appointment must follow the guidelines in *Section 4.1: New Travel Coach*
- A team has a grace period of the next playing season following the departure of the coach to find a qualified coach. If they cannot find a qualified coach, then the team may be disbanded

4.6 Involuntary Release of a Coach (by Team)

If a team desires a change of coach (paid or volunteer), but the existing coach and /or some team members do not concur, the issue will be resolved as follows:

- A team meeting must be called giving reasonable notice, (for example, more than 48 hours) at a central location
- Each player on the team may be represented at the meeting by one voting parent/guardian (others may attend)
- The coach will have 15 minutes to address the parents and Executive Committee. The coach has the option to leave if he/she wishes
- Each parent/guardian will be given three minutes to address the Executive Committee.
A closed vote to retain or remove a coach shall be by simple majority based on the number of rostered players at the time of the vote



- If a parent/guardian is unable to attend the meeting, the player/guardian may provide written comments to the Executive Committee prior to the meeting
- At least three Leesburg FC Executive Committee members shall be present at the meeting, but those members may not be a parent/guardian of a team member
- If the parent/guardian vote results in the recommendation to remove the coach, the Executive Committee will make the final decision on removal
- Any coaching appointment must follow the guidelines in *Section 4.1: New Travel Coach*
- A team has a grace period of the next playing season following the departure of the coach to find a qualified coach. If they cannot find a qualified coach, then the team may be disbanded

4.7 Annual Timeline

Leesburg FC will adhere to the following timeline throughout the year:

- **February 1:** Selection deadline for new Travel coaches for the Spring season, provided sufficient candidates are available at that time
- **March 1:** Application deadline for new Travel coaches for the Fall season
- **Early April:** Notification email to all U8 parent about rising U9 travel tryouts
- **May 1:** Selection deadline for Travel coaches for the Fall season
- **Late May/Early June:** Travel tryouts for the Fall season
- **Early September:** Notification email to all U8 parents about the existence of a travel program
- **Late November/Early December:** Travel tryouts for the Spring season (if necessary)
- **December 1:** Application deadline for new Travel coaches for the Spring season