



Policies, Procedures, and Clarifications

March 2022

www.loudounsoccer.com



Our Mission

To create soccer players, coaches, and teams of strong character, committed to achievement on the field and in our community.

Our Philosophy

Developing Champions for Life!

Our Core Values:

Fun! It's why we play

Integrity – Character and Principled

Fairness – Sportsmanship and Inclusiveness

Teamwork – Stronger Together

Stewardship – of the Game and the Community

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Loudoun Soccer Policies and Procedures

ACKNOWLEDGMENTS

Many people are involved each year in organizing an effective and successful program for Loudoun Soccer, the majority of who are volunteers. Below are a few of the organizations and individuals who make it possible for your children to participate in Loudoun Soccer. Please thank them when you meet them on the fields.

1. Loudoun County Department of Parks and Recreation: Parks and Recreation is enormously helpful with preparing our playing fields. Preparations include lining, rolling, aerating, fertilizing, seeding, and mowing playing fields during the season. They also schedule space in local community centers for Loudoun Soccer Coach and Referee Training Clinics. While they do not serve in any capacity as administrators of our soccer program, Loudoun County Parks and Rec is an integral part of your child's playing experience.

2. Loudoun County Public Schools, Principals and Faculty: Many Loudoun County Public Schools graciously provide Loudoun Soccer use of their recreational fields. Various schools have also provided Loudoun Soccer with space for seasonal coaches' meetings and instructional clinics. Faculty and principals at each school help with distribution of Loudoun Soccer's annual player registration forms and other Loudoun Soccer information to students. As with any group of volunteers, some schools are able to provide more support (field time/space) than others; however, these entities do not have an obligation to help Loudoun Soccer, and your expression of appreciation, as well as abiding by the restrictions they place on our use, is helpful in maintaining our positive relationship.

3. Referees: These individuals are perhaps the most under-recognized part of our soccer organization. Each weekend, these young people (and some adults) take time to ensure our players play over 600 games under the Loudoun Soccer Laws of the Game, working hard to ensure your player has a safe and positive soccer experience. They are also required to recertify each year. Coaches are reminded to have their players thank the Referee after each game, and you as a coach or parent should do so as well. This display of sportsmanship and goodwill – in addition to withholding criticism – sets a positive example for our young players to follow. Loudoun Soccer is always in need of additional certified referees; please visit our website for additional information.

4. Age Group Coordinators, Team Coaches, and Parent Volunteers: These individuals are our frontline Loudoun Soccer volunteers. They are integral in providing your child a positive soccer experience. Take every opportunity to express your appreciation to your Age Group Coordinator, Coach, and Parent Volunteers. These volunteers may spend more time with our soccer program than anyone else. Their contributions are invaluable to our organization, and as our number of players increases each year, so does their workload. The exponential growth of our organization is a direct result of the dedication and excellent job these individuals do each season.

Loudoun Soccer Policies and Procedures

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OVERVIEW

Loudoun Soccer offers a diversified set of youth soccer programs. These programs are offered in both the Fall and Spring soccer seasons. The two major components are the Travel Soccer Program and the Recreational Soccer Program. Our Recreational Soccer Program is further divided into the following sub-programs: Micro (3 and 4 year olds); Mini (Pre-K and Kindergartners); Rec 1 (Grades 1-2), Rec 2 (Grades 3-6); Challenge 1 (Grades 3-4); Challenge 2 (Grades 5-6); Classic (Grades 7-8); and Seniors (Grades 9-12), commonly referred to as “High School Rec” for its teams’ participation in the Suburban Friendship League. This document is meant to govern all Loudoun Soccer Recreation Programs. The Loudoun Soccer Travel Program is governed by separate Policies and Procedures as well as their respective league rules.

The **Travel** program provides the opportunity for young men and women to participate in a highly competitive soccer environment. At present, Loudoun Soccer fields teams in three (3) Travel Soccer Leagues in the DC-Metro area. These leagues include the Club Champions League (CCL); the National Capital Soccer League (NCSL, which recently merged with Washington Area Girls Soccer league); and the Old Dominion Soccer League (ODSL). Several teams may also participate in Regional and National leagues. Age groups range from U9 through U19, and age groups are organized by birth year (January 1-December 31). Participation in Loudoun Soccer Travel Teams is obtained by selection/placement via tryout. Tryouts are typically held in May and June, with supplemental tryouts (if necessary) being held prior to the Spring season. The commitment to a Loudoun Soccer Travel team is for the term of one year (Summer-Fall-Winter-Spring). Team activities occur year round (Summer-Fall-Winter-Spring).

The **Micro/Mini Program (3-4 year olds, Pre-K, K)** is designed to expose our youngest players to the game of soccer. It is a stress-free, fun environment where players begin to develop basic soccer skills, and instruction features guided discovery to enhance the problem-solving skills of players. Micro players (ages 3-4) meet once per week, on Saturdays. Pre-K Mini players meet once per week on Saturdays for an instructional session followed by a game (split session). Kindergarten players will meet for practice one day during the week in addition to a Saturday session (split instructional/game session similar to Pre-K). No scores or standings are kept. MSP Coaches benefit from Loudoun Soccer Professional Trainers who attend sessions (number of sessions attended varies per age group) where they learn the fine art of working with our youngest players.

The **Rec 1 (Grades 1-2) and Rec 2 (Grades 3-6)** are in-house programs providing opportunities for boys and girls to develop basic soccer skills and learn teamwork in a stress-free and fun environment. The bulk of Loudoun Soccer players participate in these programs. Players in Rec 1 practice once per week and Rec 2 participate in two practices per week with games on Saturdays, building on skills from season to season. This Program includes a formal game schedule; however no standings are kept. An optional, end-of-season event may be offered for Rec 2 teams.

U8 Academy is an in-house Pre-Travel program, designed to provide the more developed and committed children a focused training environment led by professional coaches. This is a birth-year based program.

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The **Challenge 1 (Grades 3-4) and Challenge 2 (Grades 5-6)** programs provide young players not yet ready for or interested in the leap to Travel Soccer, a more “Challenging” environment. The Challenge divisions are intended for those children more seriously focused on soccer, and for players (and parents) who are willing to make a stronger commitment to prioritizing development above the social aspects of youth soccer. This program is not recommended for the new soccer player. Challenge 1 and Challenge 2 program participants follow a formal game schedule offered internally through Loudoun Soccer. Standings may be published for Challenge 2. An optional end-of-season event may be offered for both programs.

The **Classic Program (Grades 7-8)** provides our middle school aged players the opportunity to play 11v11 in a fun and friendly environment. Standings are kept, and teams may participate in an end-of-season in-house playoff.

The **High School Rec** division provides an opportunity for young men and women to participate in a competitive soccer environment, but without the level of obligations inherent in the Travel Soccer Program. High School aged Rec teams participate in an in-house league (if enough teams are formed), or in the Suburban Friendship League (High School Rec), a third-party league that provides the opportunity for Loudoun Soccer teams to play teams from neighboring town/counties in addition to other Loudoun Soccer teams. Teams sponsored into the High School Rec follow the High School Rec Formal Game schedule. Standings are kept within each division to provide competitive divisions and ensure every team and player the most rewarding soccer experience.

Note that all Rec programs except High School Rec and U8 Academy (a pre-Travel selection program) are organized by grades to permit players to participate with their peers and classmates; High School Rec and U8 Academy adhere to US Soccer’s classification by birth year due to their participation in outside competitions.

The remainder of this book describes the Loudoun Soccer Recreation Soccer programs in greater detail. Major sections cover player safety and various procedures. Additional policies and clarifications may be found on the club’s website. A separate Rules of Competition document outlines modifications to games and rules.

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Points of contact for additional information on these Loudoun Soccer Programs are listed below.

Program	Age Group	Point of Contact
Travel	U9-U19	Travel Program Manager
U8 Academy	U8	Director of Player Development
High School Rec	Grades 9-12	Recreation Program Manager
Recreation Classic	Grades 7-8	Recreation Program Manager
Recreation Challenge 1-2	Grades 3-6	Recreation Program Manager
Recreation In-House	Grades 1-6	Recreation Program Manager
Micro/Mini Soccer	Ages 3-4, Pre-K, K	Mini Soccer Program Director

Visit www.loudounsoccer.com for contact information, or call 703-777-9977.

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PLAYER SAFETY

I. GENERAL

As long as a child is in the practice or game area, and in the absence of their parents, guardians, or another responsible adult, the COACH has the responsibility for the child's safety and behavior, including, but not limited to the following safeguards:

A. Coaches' Responsibility for Players at Fields: Coaches are never to leave a player unattended at the end of practice or a game without assuring that a responsible adult is present to provide them transportation home. This assurance is imperative regardless of the circumstances at the time. Coaches should communicate to parents the importance of picking up their players promptly after practices and games. Coaches should know the persons who will be picking up their players, and should NOT RELEASE them to anyone unless arrangements have been previously made and the player knows that person.

B. Player Illness/Injury: Coaches should not allow the child to play if there is any doubt about a possible player illness, injury, or other condition that might be unhealthy or unsafe for the player to participate in a practice or game. Per Virginia Youth Soccer Association (VYSA) rules, players suspected of suffering a concussion are prohibited from playing (when in doubt, sit them out). Coaches should also be aware of special medications that any of their players are taking, either on a regular or infrequent basis.

IMPORTANT NOTE on Player Registration Information/Parent and Coach Code of Conduct: Coaches must always keep the player registration/contact information and medical release forms/roster available at each practice and each game. NO EXCEPTIONS. This information will be needed at the Hospital Emergency Room for player admittance should a player suffer an injury.

C. Player Behavior: Players must be supervised at all times to prevent vandalism, littering, fighting, dangerous play, or any other undesirable behavior.

D. Player Equipment: The use of shin guards is mandatory at both practices and games. Loudoun Soccer's rules **PROHIBIT** illegal clothing or jewelry, which includes metal shoe cleats or shoes with toe cleats (football and baseball cleats); hard soled shoes; earrings; and metal, ceramic, glass and plastic jewelry. Coaches and parents must follow this restriction closely during both practices and games. Medical casts may be worn, if properly wrapped with padding, and if, in the opinion of the Referee, for that particular game, no hazard exists for the player with the cast or for any other participating player. The Referee's decision is final.

E. Inclement Weather: Both parents and coaches must have a good understanding of exactly what procedures will be followed in the event of inclement weather during practices and games. The plan must include procedures for notifying all team players in the event of a delayed or canceled game or practice, so no player is left alone, especially in bad weather. Absolutely no activities shall occur in the event of thunder or lightning. The field must be vacated, and all persons shall seek shelter (either in a building or a car.) It is the coach's responsibility to ensure that ALL players are accounted for and under cover. Please refer to our website for Loudoun Soccer's complete weather policy.

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F. Spectator Conduct: No player, coach, referee, or spectator involved in the soccer program will be permitted to engage in inappropriate conduct toward another player, coach, referee or spectator, including but not limited to the use of profanity; deliberate harassment or name-calling; physical or verbal provocations or intentional abusive physical engagement of one another; or negative gestures or vocal references about any player's, coach's or referee's abilities. Aggressive shouting at, displaying negative criticism, or any other type of intimidation of a player, coach, or referee will not be tolerated. Artificial noisemakers (including but not limited to megaphones, cow bells, thunder sticks, air horns, sirens, etc.) are prohibited from games by teams and spectators, in order to protect the enjoyment of all participating members (players, coaches, spectators, and referees). Loudoun Soccer can and will take measures to enforce these requirements through the club, VYSA, participating schools, Loudoun County Parks and Recreation, and if necessary, the county Sheriff's department. Positive vocal encouragement and actions are welcome, encouraged, and appreciated.

G. Traffic Safety: Coaches, Parents and anyone driving to and from practices and games must be particularly observant of player behavior when they are in the vicinity of parking lots, roadways, or other vehicular traffic patterns.

H. Player Transportation: When player transportation is provided it is mandatory (it is also state law) that all vehicular occupants wear safety belts when such are installed in the vehicle. NEVER transport players in the back of a pickup truck, with or without a truck cap installed; exceptions may be made only with prior Loudoun Soccer approval for parades or special events.

I. Goal Safety and Field Inspection: Coaches should inspect before and after practices and games the field condition to determine if there are holes, stones, glass, or any other objects that might pose a hazard to the players, linesmen, or referees. Likewise it is the coach's responsibility to ensure that mid-sized and large goals are anchored and are in no danger of tipping. If a goal is found to be unanchored, no activity shall occur around that goal. The unanchored goal must be reported to Loudoun Soccer as soon as possible. **Under no circumstances should any person be allowed to "hang" on or climb a goal or net.**

J. Supervision: At least two (2) adults (persons 18 years or older) should be present at all practices and games for each team.

K. Smoking: Smoking is not allowed at any Loudoun Soccer-sponsored activities. It is also against the law to smoke on any Loudoun School Property, and most Loudoun Park Sites.

L. Pets: Loudoun Soccer has a strict NO PET policy, to insure the safety of all players and spectators; only properly documented service animals are permitted. Additionally, per County Ordinance, pets are NOT permitted on any school property, and only on certain Park Sites. If you are at a park site that allows pets, said pet must be kept a minimum of 50 yards from the playing field (in all directions). Please leave your pets at home.

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M. COVID-19: As our community continues to navigate its way through a global pandemic, ensuring the safety of everyone in the Loudoun Soccer community is at the forefront of our entire approach. While we recognize soccer plays an important role in the lives of our players and families and we are eager for our children to participate in sports and activities, nothing matters more than protecting the safety of our members. Loudoun Soccer publishes up-to-date protocols and regulations on its website, which all participants (players, parents, coaches, staff, etc.) are expected to follow.

II. KIDSAFE PROGRAM and SAFESPORT PROGRAM

Since 1996, Loudoun Soccer -- as a part of the Virginia Youth Soccer Association (VYSA) and US Youth Soccer (USYS) -- has participated in the KidSafe Program. The KidSafe program is a risk management program designed to ensure safe circumstances for every person, and especially every child, who participates in a US Youth Soccer affiliated activity. Criminal background checks are performed on all adult volunteers and employees as part of this program. The KidSafe Program is intended to ensure that all youth soccer volunteers and paid employees are screened for any past or present behavior that may pose a threat to any player participants in US Youth Soccer. All Loudoun Soccer Board members, coaches, and all other volunteers are screened on an annual basis for initial or continued suitability in the Loudoun Soccer program. All USSF-certified referees officiating at Loudoun Soccer games are screened as well, under a separate program administered by the VYSA State Referee Administrator (SRA). This program is expected to further reduce the potential for any type of abuse against youth participants in US Youth Soccer caused by Youth Soccer volunteers and paid employees.

On February 14, 2018 the “Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017” (S.534) was passed by Congress, requiring youth sports organizations to implement the following steps toward preventing sexual abuse of minors:

- **Mandatory Reporting:** any adult — board member, employee, coach (paid or volunteer, head or assistant), team administrator/manager, or other volunteers — interacting with an amateur athlete in the program has a duty to report abuse and/or suspected abuse within a 24-hour period of awareness. EVERY adult is a mandatory reporter.
- **Prevention Training:** consistent training must be offered and provided to all adult members who are in regular contact with amateur athletes who are minors, and educational training for children to better understand appropriate vs. inappropriate behavior, both in terms of adult-to-child and child-to-child interaction;
- **Prevention Policies:** all youth sport organizations must establish reasonable procedures to limit one-on-one interactions between an amateur athlete who is a minor (under the age of 18) and an adult who is not their parent/guardian; anti-retaliation policies; and other relevant policies.

As a member of Virginia Youth Soccer Association and US Youth Soccer, Loudoun Soccer will enforce these steps for all of its programs, which extend efforts and policies already in place prior to the passing of this legislation.

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These policies are evolving, as the key entities (The Center for Safe Sports, US Soccer, US Youth Soccer, Virginia Youth Soccer, etc.) are still developing the training, oversight practices, policies, and procedures for implementation. Additional information is available at www.loudounsoccer.com.

III. INJURIES

A. Slight Abrasions: Some types of minor abrasions can be treated with a bandage and the player is allowed to continue playing in a practice or game.

B. Serious Injuries: The coach and parents should adopt and implement a procedure to follow when a player suffers a serious injury during practice or games. The procedures should be limited to performing only the most obvious and essential first aid steps necessary prior to transporting the player to a hospital Emergency Room or prior to the arrival of local Rescue Squad personnel.

Concussions are considered serious injuries; coaches and families should refer to the club's concussion procedures and protocols available on the club website and at the end of this document for additional details.

C. Notification Procedures: Regardless of how serious an injury is, or the duration of discomfort, all injuries must be reported to the player's parents or guardians as promptly as possible so they may determine what additional procedures to take for the player. Coaches must complete the Loudoun Soccer Injury Report form and notify via phone and/or email the Loudoun Soccer Office within 24 hours of the injury.

D. Sprains: Sprains are the most frequent player injury suffered in soccer, most often in the knee or ankle. A sprain is a stretching or tearing of ligaments. The immediate care for a sprain is "RICE". Listed below are immediate actions that may be taken to help the sprained area:

REST: Remove the player from the field, and off his or her feet.

ICE: Ice, wrapped in a towel or other soft cloth, should be applied to the injury, as well as the surrounding area, for 15-minute intervals (15 minutes on, 15 minutes off) to decrease swelling and reduce pain. Do not apply ice directly to the injury.

COMPRESSION: Wrap the ice against the injured area or wrap the area without ice using an ACE or TENSOR bandage or use another material wrap, but do not make it too tight. This can cause blood circulation complications and skin damage that can compound the injury.

ELEVATION: Swelling can be further reduced by having the player lie down and raise the sprained portion of the body above the level of the heart.

CAUTIONS: If the sprain symptoms do not disappear or are not significantly improved by the aforementioned procedures, the player should seek medical attention.

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PROCEDURES

I. GENERAL CONDUCT OF LOUDOUN SOCCER PERSONNEL

A. Unacceptable Conduct: If at any time the conduct of a Loudoun Soccer official, team coach, or player is determined to be detrimental to Loudoun Soccer or the good of soccer, such individual(s) will be liable for sanctions imposed by the club. Such sanctions may include removal from participating in a Loudoun Soccer program.

B. Coaches' Responsibility: Coaches will be responsible for the conduct of their team's players and supporters while at a game, practice field or other Loudoun Soccer sponsored event. Improper conduct on the part of the coaches, players, or spectators may result in penalties against the individual causing the misconduct as defined in paragraph I.A. above. The referee has full jurisdiction in all matters that include conduct at all Loudoun Soccer sponsored games in accordance with the Federation International De Football Association (FIFA) Laws and Loudoun Soccer Rules.

C. Referee Incident Reports: In order to provide the club representatives with information on whether or not to invoke rule I.A. above in a particular adverse incident, referees will provide a verbal report within twenty-four (24) hours of the incident to the Loudoun Soccer Referee Director describing the circumstances surrounding any ejection of an individual from a game, in accordance with procedures defined under FIFA Law V and related Loudoun Soccer regulations; a written report may also be required. The Loudoun Soccer Referee Director will be responsible for relaying this information to the appropriate club representative for possible further review and action.

D. Referee Decisions: All Referee decisions in regards to game results and game situations involving their judgment are final. No protests will be allowed or considered. However, Loudoun Soccer may exercise its option to review any incident involving misconduct on the part of any Loudoun Soccer official, coach, player, or spectator, as well as any suspension of a player, coach, or spectator as a result of misconduct.

E. Protests of Game Results: As there are no standings kept for the majority of the Loudoun Soccer Programs, protests of game results will not be allowed.

1. In instances where a team is participating in the Suburban Friendship League (Senior Program participants) and wishes to protest the result of a game, they must do so through the High School Rec Program Manager, and in accordance with the Suburban Friendship League Rules. Under no circumstances, should a team attempt to file a protest without the knowledge or assistance of the High School Rec Program Manager.

2. In the instance that a team is participating in a Loudoun Soccer league or event where standings are kept, consideration of the protest will be conducted by the Event or Program Director or Committee, per

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league/event rules. The Director's or Committee's decision is final. Please consult the event rules on procedures for filing a protest. Most if not all competitions prohibit any form of protest of results.

F. Loudoun Soccer Executive Board (EB) Decisions: The Loudoun Soccer EB will only review concerns that occur as a result of a game that has been:

1. Deferred to the Loudoun Soccer EB by the Technical Director and/or Executive Director for action;
2. Ruled on by appropriate parties and appealed to the Loudoun Soccer EB. The Loudoun Soccer EB shall review and vote on the matter. A simple majority shall be required for a decision. Loudoun Soccer EB decisions in such matters shall be final. Refer to the club's Line of Authority & Issue Escalation Policy at the end of this document.

G. Parental Support: The support of players' parents is fully expected due to Loudoun Soccer's dependence on volunteers for coaching, refereeing, administration functions, fundraising, and other related matters.

II. END OF REGULAR SEASON AWARDS

Each player on a Loudoun Soccer team may receive a participatory award at the end of the season. The responsible Program Manager will determine the type of award each season. Generally, this decision is tempered by the availability of financial resources, as well as the age of the child. Awards may consist of, but are not limited to certificates, medals, trophies, and T-shirts.

III. LENGTH OF PLAYING SEASON

The Loudoun Soccer "Fall" playing season normally commences the week before Labor Day and continues for ten (10) consecutive weeks thereafter. Our Micro/Mini season consists of seven (7) sessions. Our Recreational season consists of eight (8) games, typically scheduled from the first Saturday after Labor Day through the first weekend of November (the tenth week is usually reserved for an end-of-season event). Makeup games may be scheduled as a result of regular season games that are canceled due to inclement weather or other circumstances. The "Spring" soccer season typically begins in early April with seven games scheduled through the first weekend in June (excluding Memorial Day weekend), and an end-of-season event usually is held on the second weekend in June. Games may be scheduled during the first weekend of Spring Break.

IV. CANCELLATION AND RESCHEDULING OF GAMES

A. Field Conditions, Inclement Weather and Field Closures:

The majority of grass fields are allocated by Loudoun County Parks and Rec to Loudoun Soccer. In cases of weather-related turf conditions, Loudoun Soccer will first follow the decision of Parks and Rec regarding the closure of fields. In rare cases, Loudoun Soccer may be instructed to make their own decision regarding field playability.

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At that point, Loudoun Soccer will determine if the field is playable. When deciding whether a field is playable, consideration is given first to player safety and next to the possibility of detrimental field impact. In cases where fields are left at a "Game Time Decision" status, referees will be the first authority as to field playability unless Loudoun Soccer personnel determine otherwise (for Micro and Mini, the lead trainer decides). In the absence of a referee or a lead trainer, coaches will be that authority. Referees, trainers, and coaches should use the above mentioned guidelines when making their determination. If there is ever a doubt as to player safety, then the deciding entity is to err on the side of caution, and not play.

NO ACTIVITIES ARE TO OCCUR ON CLOSED FIELDS.

All coaches, parents, players, and referees are individually responsible for verifying game cancellations and field closures. All field closures are updated, as soon as possible on the club website, via social media, and/or via RainedOut.com.

Absolutely no activity should occur in the presence of thunder or lightning. Loudoun Soccer in rare occasions will cancel club-wide activities given extreme inclement weather (tornado or storm warnings, extreme heat or cold, etc.).

For Micros (ages 3-4) and Minis (Pre-K and K): the site coordinator (lead trainer) is the first authority at sessions regarding inclement weather.

For all other games (Grades 1-12): the referee is the first authority at games regarding inclement weather; in the absence of a referee, coaches will be that authority. Referees and coaches should use the above mentioned guidelines when making their determination. If there is ever a doubt as to player safety, then the deciding entity is to err on the side of caution, and not play.

Please refer to our website for Loudoun Soccer's complete weather policy.

B. Makeup Games: Makeup games canceled due to inclement weather or unplayable field conditions may be rescheduled whenever possible. However, reschedules are not guaranteed due to limited available resources, and some canceled games may not be played. In the event that an individual game needs to be rescheduled, the following procedure shall be used (High School Rec games follow a slightly different procedure as published on the Loudoun Soccer and High School Rec website):

1. The Home and Visiting team coaches shall informally coordinate a new date and time for the makeup game.
2. Once the Home and Visiting team Coaches have informally agreed to having a makeup game at a particular date and time, the Home team coach shall notify the club's program manager, who will formally reserve the particular field for the specified date and time. Coaches may not formally reschedule games on their own. In addition, the club's program manager shall contact the appropriate Referee Assignor to arrange for Referee coverage of the makeup game.

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3. The Referee Assignor responsible for the particular Area shall assign a Referee, or Referee crew when appropriate, to officiate the makeup game. Coaches or Age Group Coordinators shall not attempt to assign a referee or referee crew to the makeup game.

4. If the makeup game needs to be rescheduled, the process outlined in steps 1-3 shall be repeated.

Area or League-wide cancellations involving multiple games at one location due to inclement weather or unplayable field conditions are special cases which are dealt with using a variation of the above process. In those instances, the club's program manager may elect to reschedule that block of games on a different date, time, and/or location. The club's program manager shall inform the coaches of the block of schedule changes. In addition, the club's program manager shall contact the appropriate Referee Assignor to arrange for Referee coverage of the makeup games.

V. TEAM FORMATION AND PLAYER REGISTRATION

A. Team Formation Objectives:

Loudoun Soccer's mission is to provide a safe and fun environment that teaches fair play and good sportsmanship, and to provide the best opportunities for soccer development for all ages.

The first objective of Loudoun Soccer's team formation process is to select the most qualified coaches who are committed to Loudoun Soccer's mission. Coaches are Loudoun Soccer's greatest resource. A coach's influence on the player's development is more significant than any other Loudoun Soccer resource.

The second objective of the Loudoun Soccer team formation process is to assign players to teams in an equitable manner so that all players have equal opportunity to play in an optimal development environment. Player assignment must be fair and impartial. All reasonable efforts to form balanced teams will be made.

B. Team Formation Roles:

1. Age Group Coordinator (AGC)

The Age Group Coordinators (AGCs) have the primary responsibility for forming Recreational teams within Loudoun Soccer. Each AGC is responsible for one or more age groups within an area and may be responsible for both boys and girls or a single gender. AGCs are selected by, and work under the direction of, the Regional Commissioners and the club's respective program manager. The AGC works closely with the Regional Commissioner and Program Manager, who provides the AGC with player registration and waitlist information. An AGC may communicate with AGCs in other areas to develop the best mix of team sizes and players or to transfer players to a different area of play.

AGCs generally have the following responsibilities:

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- Determine team counts;
- Select team coaches;
- Assign registered players to teams;
- Accept players from the waitlist to fill teams; and
- Communicate updates and reminders to coaches.

In addition, AGCs may also be delegated the tasks of assigning team practice times and/or distributing equipment and/or schedules to coaches. Each Regional Commissioner, under the direction of the club's Program Manager, shall identify the specific responsibilities of the AGCs within his/her region.

2. Regional Commissioner/Recreation Classic and Senior (High School Rec) Program Managers

The Regional Commissioner is responsible for all teams formed within his or her region and has oversight over the team formation process for Age Groups Grade 6 and below. The Classic and High School Rec Program Managers are responsible for all teams formed for Age Groups Grades 7-8, and U16 through U19 (Grades 9-12), respectively. The Regional Commissioner/Classic/High School Rec Program Manager selects the AGCs and approves all coach selections and team assignments. In addition, a Regional Commissioner may establish region-specific policies and procedures in consultation with and the approval of the appropriate Program Manager (Micro/Minis or Rec). In consultation with and approval of the appropriate Program Manager, the Regional Commissioners handle any issues associated with the interpretation, implementation, and enforcement of policy within their region. All requests for policy exceptions are escalated to the appropriate Program Manager.

3. Recreational Program and Mini Soccer Programs Managers

The Mini Soccer Program Manager oversees the Micro and Mini programs, and the Recreational Program Manager oversees the in-house (Rec 1 and Rec 2), Challenge, Classic and Senior (High School Rec) Programs. Each has oversight of their respective Regional Commissioners. The appropriate Program Manager will resolve all conflicts in policy interpretation, approve certain policy decisions (e.g. players placed out of age group), and address any exceptions to policy.

4. Director of Player Development

The Director of Player Development is the Technical Staff member who oversees the entire Rec program. Any association member, AGC, or Regional Commissioner may bring team formation issues to the Director of Player Development for resolution by following the Line of Authority & Issue Escalation policy outlined at the end of this document.

5. Technical Director, Executive Director, and Board of Directors

The Technical Director and Executive Director have zero involvement in the team formation process, nor do the Board of Directors. Their only involvement is if issues escalate to their respective attention.

6. Operational and Administrative Staff

The Operational/Administrative Staff verify correct information, fees, and proof of age, and assist Program Managers with their day-to-day tasks.

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7. Coach

Staff may consult coaches in the interest of forming well-balanced teams, but the coach does not have a direct role in team formation. Coaches may not accept registration forms or guarantee placement of any player on any team.

C. Team Formation Policies

1. Registration Deadline

There will be a defined registration deadline date set by Loudoun Soccer, after which late fees are imposed. The registration deadline will be well publicized in Loudoun Soccer publications and on the Loudoun Soccer website. Families must register their child using our online process. Under special circumstances players may register by mailing in completed registration forms or by bringing them to the Loudoun Soccer office.

2. Proof-of-Age

Proof-of-age is required for all new registrations and must be provided from new or returning players upon request of the Loudoun Soccer Administrative Staff.

Proof of age shall consist of a birth certificate; a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States; a birth registration issued by an appropriate government agency or board of health records; a passport; an alien registration card issued by the United States Government; a certificate issued by the Immigration and Naturalization Service attesting to age; a current driver's license; an unexpired federal, state, or local government identification card (if documentation of date of birth is required); or a certification of a United States citizen born abroad issued by the appropriate government agency. Hospital, baptismal, or religious certificates will not be accepted. [as per USYS rules]

3. Properly Registered Players

A player cannot be placed on a team or participate in Loudoun Soccer events (practices or games) until he/she has been properly registered.

4. Date of Registration

The official date of registration for a player is the date that **all** registration documentation is **complete and received**. This includes Proof of Age and payment. In instances of electronic registration, the official Date of Registration will be considered the electronic time stamp that all necessary documentation and payment has been completed. In instances where documentation or payment is mailed, the official Date of Registration will be considered the postmarked date. In instances where registration is deemed incomplete because of incorrect fees, lack of proof of age, or an improperly completed form (e.g., lack of signature), then the Official Date of Registration is considered the date the corrected documentation or payment is completed using the time stamp or postmark. Documentation physically brought into the Loudoun Soccer office may receive a written verification as to the time and date it is brought in, and will then be considered received.

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5. Late Registration

Late registration players are those whose dates of registration are later than the On-Time Registration deadline date. Late players will be placed on a waitlist to be drawn upon to fill existing teams that do not have the maximum allowable numbers of players assigned. Late players are individually approved and placed for registration by the AGCs as they are placed when/if space is available.

6. Refunds

a) Unable to Place

Inevitably, some players may not be placed in any of their desired areas of play due to limits in available resources (teams, fields, coaches, or because of a lack of players necessary to field a team.) If a player cannot be placed on a team due to these circumstances, and another agreeable placement cannot be offered, the Loudoun Soccer Registration fee will be fully refunded.

Whenever possible, a player who cannot be placed on a team will be placed on a wait list until the second Saturday game date of the season. The Administrative Staff will fully refund the Loudoun Soccer Registration fees of all players on the waitlist who are unable to be placed, after the second Saturday game. These refunds do not require a written request.

b) Requested Refund

Requests for refunds, for reasons other than “Unable to Place” must be made in writing to Loudoun Soccer and will be processed by the Administrative Staff. Verbal Requests are not permitted. Emailed requests are preferred. The deadline for requesting a refund will be posted on the Loudoun Soccer website calendar each season. Refund Requests of Loudoun Soccer Registration Fees, for any reason other than “Unable to Place,” will be assessed a processing fee.

c) COVID-19 Refund

A specific policy related to COVID-19 refunds and suspensions will be posted online.

7. Everyone Plays

All players shall be treated equally when being considered for team placement. The priority given to players is based on their date of registration. On-time registered players have priority over late registered players. The AGCs shall make every reasonable effort to place all on-time registered players on a team. AGCs should anticipate and prepare for the placement of a certain number of late registered players; however, allowing policy exceptions in this case is discouraged.

8. Teams

Recreational teams consist of a head coach and a roster of players, assigned to the head coach by an AGC for the duration of the season. The coach may request one or two assistant coaches (who must register and pass a background check), and may assign team parents as volunteers for various team “administrative” functions, such as snack coordinator, etc.

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9. Team Balance

Team parity is an important component in providing an optimal development environment. A primary goal of each AGC is to establish a fair and balanced distribution of playing talent among all teams in their age group and area. The AGCs shall make every reasonable effort to achieve that goal.

10. Area of Play

Whenever possible, players shall be placed in the first choice area of play indicated at the time of registration. If no area of play preference is selected, it is assumed the player should be placed in the town of their home address. If there is no available space in the player's town of play, efforts will be made to place the player in a neighboring town where space exists. Transfers should be completed as soon as possible. To update the master database, the Administrative Staff should be notified when players should be transferred between one area and another.

11. Team Size

a) House League: Rec 1, Rec 2, Challenge 1, Challenge 2, Classic

Target team sizes are designed to support the following considerations for fielding a team for a game:

- Every player must play at least two quarters (or one half) per game in a field position. Playing goalkeeper does not count as a field position.
- The majority of players will play in at least three quarters (or three-fourths) of a game.
- With one player absent, no player will be required to play more than three quarters.
- A team can be fielded with two players absent.

Target team sizes are communicated to the AGCs by the program administrator. In anticipation of late registrations or player transfers from other areas, teams may initially be formed with fewer players than necessary to field a team during a game. The Regional Commissioner and Program Manager shall be notified if a team has less than the minimum number of players after the first practice.

In certain areas in order to support placement of on-time registered players, the number of players on a team may have to be increased beyond the target number. The appropriate Program Manager shall be notified any time an AGC wishes to exceed the Maximum team size, and may only do so with the Program Manager's approval.

b) High School Rec

For High School Rec teams, the minimum number of players is 14 and the target team size is 18 or more players. Rosters may be larger than eighteen players as necessary to support on-time enrollment numbers in each region (due to the fewer number of teams) and the lack of commitment inherent in this age group.

12. Team Continuity

Team continuity refers to the placement of coaches and players together on the same team from one season to the next, and is not guaranteed. Recreational teams are formed for one season only. Teams

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are officially established when the player roster is provided to the head coach selected for the team. Teams are disbanded after the last game of the season.

a) Micro, Mini, Rec 1, Rec 2, and Challenge 1 Programs

Under no circumstances shall team continuity take precedence over team parity and balance within an area of play.

b) Challenge 2, Classic, and High School Rec

Challenge 2 teams may be formed by way of draft or coach request, at the discretion of Loudoun Soccer.

When forming Recreation Classic (Grades 7-8) and High School Rec (Grades 9-12) teams in the Fall season, AGCs should follow the same policies as House League teams; for the Spring season, team continuity can be considered with greater value, as players are older and develop deeper social bonds. Playing with an identifiable group becomes a component in player retention, making team continuity a more important factor in forming teams.

When there is space available on High School Rec teams, coordinators shall consider team balance when assigning players to the team. Space on teams may not be reserved for returning players who register late if doing so would adversely affect team balance. In any case where keeping a team together would prevent other players from playing, players shall be distributed among two or more teams in a balanced and fair manner.

13. Age Groups

Loudoun Soccer organizes most of its Recreation programs in age groups by grade and when grade is not available by an August 1-July 31 calendar. The lone exceptions are High School Rec and U8 Academy, which must adhere to US Soccer's age groups organized by birth year (January 1-December 31), where grades are not considered. Additional details are available on the club's website. In all but an extremely small number of instances, it is most appropriate for a player to play in their proper age group. See below for exceptions (exception requests must be submitted each season).

a) Playing-Up – Based on Ability

Players capable of playing-up an age group based on ability are extremely rare. To be beneficial to the player and the player's teammates, a player who is playing-up must be able to perform at an average to above average skill level for that age group. When determining if a player should play-up based on ability, the following must be considered:

- Physical Characteristics – size, speed, strength;
- Individual Skill Level – technical skills such as dribbling, passing, and receiving;
- Emotional Maturity – ability to interact with other players and handle different competitive levels;
- Mental Development – ability to understand teamwork and the dynamics involved in an older age group where the game is faster and more complicated.

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Failure to account for all these factors can be detrimental to the development of the player and his or her teammates. Requests to place players in an older age group must be made in writing, detailing why the player and the player's teammates would benefit from that player participating in an older age group. Independent verification of the player's ability may be required before a decision will be made by Loudoun Soccer.

b) Playing Down

Play-down requests are only considered if a physical or mental deficiency exists. Additional written information and justification (e.g., a doctor's note) may be required before the request can be considered.

c) Teams Play-Up

Play-up requests shall only be considered on an individual basis. Requests for entire teams to play-up will not be considered, as registration is on a seasonal basis, and teams only exist for the duration of a season.

d) Playing Out Of Age Group – Last Resort for Player Placement

As a last resort, under certain circumstances (usually in lower populated areas), it may be necessary for an AGC to consider placing a player on a team out of his/her age group in order for them to play. Because this decision may affect team parity and/or player development, any consideration to play a player out of his/her age group for these reasons shall be done in conjunction with the appropriate Program Manager. Approval shall be obtained from the player's parents and League Commissioner and/or appropriate Program Manager.

14. Special Requests

Occasionally families will submit requests on their registration form for specific needs due to personal conflicts or hardship. Requests are also often made for reasons of convenience or personal preference. Special requests can complicate the team formation process for AGCs and put them in a position to arbitrarily accept some requests and deny others. Team balance and player registration dates are higher priorities than special requests, and special requests are never guaranteed. No requests for Challenge team placement will be honored.

15. Resource Limitations

Specific areas may limit the number of teams formed due to lack of resources. Resources in this situation primarily include fields and coaches. In a situation where there are more players than coaches and teams, the players shall be placed on teams in order of their registration date. Players not placed on a team shall be transferred to an alternate area of play; moved to another eligible and appropriate age group; or issued a full refund. The parents of these players shall be informed when this situation occurs. Exceptions may be made for children of coaches, AGCs, and other club representatives.

16. Coach Selection

Loudoun Soccer coaches are the primary influence on player development and project an image of Loudoun Soccer to its members and the community. Loudoun Soccer coaches are expected to show

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respect for the all members of the Loudoun Soccer community at all times, including players, parents, other coaches, referees, volunteers, school employees, and employees of Loudoun County. In addition, Loudoun Soccer coaches must demonstrate respect for Loudoun Soccer policies and procedures as well as the Laws of the Game.

AGCs should select coaches based on training, experience, ability, and the image of Loudoun Soccer they project. No coach is guaranteed to be selected simply because they coached in a previous season, but returning status is one of many considerations. Program Managers shall approve all coach selections prior to the notification of each coach's selection, as Program Managers may be aware of circumstances that may either encourage or discourage the selection of a particular coach.

17. Team Formation Policy Exceptions

Unless addressed otherwise in this document, all requests for exceptions to the team formation policies must be approved by the responsible Program Manager and reviewed by the appropriate Technical Staff member. It is expected that the decision-making process and any documentation used in the Policy Exception Process be cataloged and stored for further reference. AGCs, Regional Commissioners and Program Managers should be aware that any exception to policy sets a precedent. In certain cases, it will be necessary to follow the success of a policy exception for a season, and document the outcome or success of the decision.

VI. TRAINING FOR REFEREES AND COACHES

A. Referee Training:

Loudoun Soccer will make training available to all referees. This training will include all rules and modifications adopted by Loudoun Soccer. Training will be in a format adopted by Loudoun Soccer and consistent with FIFA and USSF. Persons who have not received referee training will not be employed by Loudoun Soccer as a referee.

1. Referees will be provided a document summarizing all rules adopted by Loudoun Soccer before being permitted to officiate at Loudoun Soccer games.
2. Referees are encouraged to further their licensing certifications by continuing in their soccer education. Loudoun Soccer will provide information on referee re certification annually.

B. Coach Training:

Providing sufficient training opportunities is a key element for improving and maintaining the quality of our Recreational coaches. Loudoun Soccer offers progressive training for our coaches to improve their knowledge and abilities. Coaches are encouraged to attend all clinics that apply to the age groups they are coaching. Coaches may be required to attain a minimum level of certification in order to be eligible to coach; such minimum standards are at the discretion of the Loudoun Soccer Technical Staff and will be communicated accordingly.

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In addition to in-house clinics, Loudoun Soccer hosts numerous USSF Licensing Courses each year. Coaches are encouraged to advance themselves through these courses throughout their coaching career. Information of dates, times and locations of any coach course can be found on our website.

VII. END-OF-SEASON EVENTS

This is a brief overview of the End-of-Season Events offered by Loudoun Soccer. A complete list of rules and regulations, specific to the event, will be published by the Tournament/Event Director.

1. Micro/Mini Programs

Due to the young ages of these players, no End-of-Season activity will be planned. The large crowds and the longer distance of travel required to participate in an end-of-season event can be overwhelming to the younger players. Therefore, Loudoun Soccer has determined that keeping the normal schedules for these players is most beneficial.

2. Rec 1 Fall Festival and Spring Jamboree

Rec 1 teams may end their season with a fun day of games in a festival or jamboree setting. This Festival/Jamboree is included in the cost of registration and is offered at no additional expense to the teams. The Festival and Jamboree will consist of one or two games per team in a festival type atmosphere. No Standings will be kept, and no Champions or Finalists will be named. Participation is expected. Notification is required if your team does NOT plan on attending.

3. In-House Recreation Tournaments (Rec 2 and Challenge 1)

All Rec 2 and Challenge 1 teams are invited to participate in an end-of-season tournament; teams from additional programs such as Challenge 2 may also be permitted. The cost of the tournament is in addition to registration fees, and the tournament is optional. This tournament is designed to give young players the experience of a tournament atmosphere while keeping within the boundaries of the Recreational league. Teams will be placed in divisions by age group, and each team is scheduled three games with the possibility of four. Champions and Finalists will be named for each division. Placement in final games will be made based upon division standings following completion of all preliminary rounds for each division. Some age groups may not have a final game, depending on the number of teams in the division. In that case, each team will play 3-4 games and the champions and runners-up will be determined by division standings.

4. Challenge 2 and Classic Playoffs

Loudoun Soccer Challenge 2 and Classic teams participate in an end-of-season tournament. Standings are kept during the season, and this information is used to seed teams into a single-game elimination tournament. There is no additional cost for teams to participate in this tournament, and all teams are included in the tournament regardless of record. Participation is expected. Tournament rules and procedures are distributed to coaches each season.

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5. High School Rec Tournament

Loudoun Soccer 16U-19U Recreation Senior teams compete in the Suburban Friendship League (High School Rec). The High School Rec includes an end-of-season tournament for these teams. Standings are kept during the season, and this information is used to group teams into competitive tournament divisions. There is no additional cost for teams to participate in the High School Rec tournament, and all teams are included in the tournament regardless of record. Participation is expected. Teams must notify the High School Rec if they do not plan to participate. Tournament rules and procedures are distributed to coaches each season, and they are also available on the High School Rec website.

No Loudoun Soccer team may participate in an outside (non-Loudoun) event without the club's permission (refer to p. 68 for additional details).

VIII. MISCELLANEOUS INFORMATION

A. Practices:

1. Practice days, times, and locations will be allocated by Loudoun Soccer to teams and coaches, utilizing the request of coaches. This process may be overseen by AGCs.
2. Practice will not be allowed to start before the date set by Loudoun Soccer each season.
3. No team in Grades 3-12 may practice more than two (2) days per week, nor once per week for teams Grades K-2.
4. No practices take place for Micro (ages 3-4) and Pre-K teams; Kindergarten teams include one practice per week.
5. Practice Length: practices may not exceed 60 minutes in length, except Classic and High School Rec teams, which may practice for 90 minutes.

B. Spectators at Games:

1. Spectators must remain behind designated lines at the playing fields during game play (between midfield and the penalty area, across from your team's bench area), and may not stand at the ends of the field or adjacent to the penalty area.
2. Team players and coaches must be on one side of the playing field and the spectators must be located on the opposite side across from their team.
3. A player's parent, or anyone else, may only be on the team's side of the playing field (team bench area) if they are properly registered team officials for that team.

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4. Artificial noisemakers (including but not limited to megaphones, cow bells, thunder sticks, air horns, sirens, etc.) are prohibited from games by teams and spectators, in order to protect the enjoyment of all participating members (players, coaches, spectators, and referees).

5. Refer to LAW I (Loudoun Soccer modification) for additional information.

C. Outside Events:

1. Loudoun Soccer Rec teams are NOT permitted to participate in outside events or tournaments (events held by organizations that are not Loudoun Soccer) without written approval by Loudoun Soccer.

2. Refer to the policy explanation in the Policy Clarifications section for more details.

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POLICY CLARIFICATIONS FOR LOUDOUN SOCCER COACHES

Loudoun Soccer is providing this document to coaches as a means of emphasizing particular points of concern with issues that often arise during a season. This advice primarily deals with topics related to good sportsmanship and standards that Loudoun Soccer coaches should strive to achieve. Additional policies and clarifications may be found online on the club's website.

UNREGISTERED PLAYERS/LATE PLAYER ADDITIONS TO TEAMS

Coaches are often approached by parents to let their unregistered child practice with and/or play on their teams. Coaches should NEVER allow any unregistered players to play with their team, as unregistered players are not covered by insurance. Coaches should avoid making promises to parents regarding player placements; Loudoun Soccer has a first-come/first-serve policy that is strictly enforced. Any team openings must be filled by players who have registered and are already on a waiting list. Coaches should never accept late registration forms and fee payments from parents, but should instead instruct the parents to contact Loudoun Soccer.

Participation by an unregistered player is a serious violation, as they are an insurance liability; coaches who allow such action to occur may be suspended or removed from their position.

PAID COACHES/TRAINERS

Loudoun Soccer Recreational Coaches and/or parents shall not hire paid coaches or trainers for their teams. Those interested in higher-level training are encouraged to contact the Director of Player Development. The Director of Player Development will assist you in determining your exact needs and work with you to develop a plan to meet those needs. Loudoun Soccer offers a variety of seasonal camps, clinics, and programs that provide its players training and instruction from professional coaches and trainers.

PARTICIPATION IN OUTSIDE EVENTS AND/OR OUT-OF-SEASON TRAINING

Requests by Recreation teams and/or players to participate in outside events and/or out-of-season training above and beyond the current menu of options are rarely granted; this is primarily due to the seasonal nature of Recreation teams in Loudoun Soccer.

Outside events are tournaments and competitions hosted by non-Loudoun Soccer organizations. Out-of-season training is practices that occur before a team is officially formed or after a season concludes.

Team Formation Overview:

Players register within Loudoun Soccer on a season-to-season basis (e.g. a player registers for the Fall and Spring seasons separately, and each season is organized as a separate period of time), and team rosters reflect this; players may be placed with different teammates and/or a different coach each season.

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Recreation teams – which include our In-House (Grades 1-6), Challenge 1 and 2, Classic, and High School Rec teams – are not officially formed until two or three weeks before the first game of the season. Teams cease to exist once the season concludes, which is typically after their last regular season or post-season tournament game.

This means a team's existence is typically:

- Fall: forms in mid-August, and disbands in early November
- Spring: forms in mid-March, and disbands in early June.

Out-of-Season Training Requests:

Out-of-season training is practices that occur before a team is officially formed or after a season concludes.

Requests for pre-season practices on dates prior to the formation of rosters cannot be accommodated, since teams do not yet officially exist. Additionally, Loudoun Soccer typically does not receive field allocation at that early of a date, and does not have access to gym space during the winter months for its Recreation teams. All teams may begin practicing on the dates established by Loudoun Soccer.

Players who are interested in additional training opportunities are encouraged to register for the numerous programs offered by Loudoun Soccer, including Summer Camps, Rec Technical Training Academy, and Winter Foot Skills Clinics.

Individuals may rent space at Loudoun Soccer Park but would do so at their own volition and expense, and not at that of Loudoun Soccer.

Outside Event Participation Requests:

Outside events are tournaments and competitions hosted by non-Loudoun Soccer organizations.

Many Recreation tournaments typically occur before or after Loudoun Soccer teams are formed and disbanded, which means Loudoun Soccer teams cannot participate in these events since they technically do not exist.

Outside events that occur during a team's existence typically conflict with the team's league schedule, which prohibits a team's participation.

Loudoun Soccer's Recreation Program is limited by design to offer a reasonable participation and cost to the most number of families. The club offers postseason opportunities for players and teams, including:

- Fall Classic (optional end-of-Fall-season in-house tournament for Rec 2 and Challenge 1 teams)
- Spring Cup (optional end-of-Spring-season in-house tournament for Rec 2 and Challenge 1)
- All Stars – U9-U12 (Grades 2-6) teams formed via tryouts, Grades 7-8 and 16U-19U teams offered the chance to attend an event at coach's discretion; both attend a post-season event, and are optional.
- Challenge 2 and Classic post-season playoffs

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Request to Participate in Outside Events:

Participation in outside events requires several factors to be in favor of the interested team:

- The outside event must accept Rec teams (teams are coded as Rec or Travel; tournaments accept only specifically coded teams);
- Loudoun Soccer must agree to produce an official roster and player passes, and does so at its own discretion as per Virginia Youth Soccer Association (VYSA) rules.

Teams wishing to participate in an outside event must contact the Rec Program Manager at least 45 days before the event date to request permission to attend, and should only register for the event when/if permission is granted.

Loudoun Soccer will NOT produce an official roster and player passes for teams that fail to adhere to this process.

CONCUSSION POLICY

Per Virginia Youth Soccer Association (VYSA) rules and regulations, players suspected of suffering a concussion in practice or in a game should be removed from play immediately for assessment, and are prohibited from returning to play that day (VYSA rule of thumb: “When in doubt – sit them out.”)

The coach is expected to promptly notify Loudoun Soccer per its stated method, and the player may return to athletic activity only when a licensed healthcare provider has provided written clearance, which may be emailed or mailed to the club office.

Coaches are expected to read and carry the CDC Concussion Fact Sheet for Coaches, and to complete the CDC’s Online Concussion Training for Coaches.

More information is available at <http://loudounsoccer.com/concussion/>.

ISSUE ESCALATION AND LINE OF AUTHORITY

Questions, concerns, issues, and conflicts occur each season. In order to address these matters in a timely, professional, and deliberate fashion, it is critical that they are brought forward to the appropriate person or parties first for action to occur.

The following policy exists for all members of Loudoun Soccer – players, parents & families, coaches, volunteers, referees, and employees – to follow in order to resolve issues that arise. It represents both a line of authority, as well as an order to escalate in the event the resolution is not to the member’s liking. These matters should be addressed in the following order, due to the relative involvement of each party at each level. In most circumstances, the person with the grievance is expected to attempt to resolve it directly with the person in question first.

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Failure to follow this policy (e.g., contacting the Board of Directors immediately instead of a Program Manager) may result in the issue being ignored completely or not addressed in a timely fashion, as it is not being directed to the attention of the appropriate party.

Depending on the nature of the issue, the point of contact reserves the right to escalate the issue themselves to the next level to better resolve the matter.

Individuals requesting information or a decision on a specific matter must recognize those involved in addressing the issue must be afforded time to do so, and may be limited in their ability to do so immediately due to their other responsibilities within the club.

Note Regarding Referees:

Disputes regarding referee interpretations of the Laws of the Game -- in other words: their judgment -- are not issues to bring to the attention of Loudoun Soccer in any way, shape or form. No protests regarding referee decisions are heard, nor are referee decisions overturned.

Issues involving inappropriate or unprofessional conduct by a referee within a Loudoun Soccer event may be directed toward the attention of our Referee Director via email at refdirector@loudounsoccer.com and/or the representatives listed within each program below.

Issue Escalation Path - Rec and Minis Programs:

Families with questions or issues should contact the following people in order to resolve their matter:

Parent/Players (non-coach):

1. Their team's coach if the issue is team or coach related (e.g., a disagreement with the coach's actions, playing time, a conflict with a teammate, etc.). If unrelated to the team but program related then...
2. Program Manager:
 - a. Rec Program Manager Grades 3-12
 - b. Rec Program Manager Grades 2 and younger
3. Director of Player Development
4. Technical Director and/or Executive Director
5. Board of Directors

Coaches (team related issue):

Within your team first if issues are team-related (e.g., player behavioral issues, inappropriate parent sideline conduct, etc.)

1. Program Manager:
 - a. Rec Program Manager Grades 3-12
 - b. Rec Program Manager Grades 2 and younger
2. Director of Player Development
3. Technical Director and/or Executive Director
4. Board of Directors