



## HFC United Policies & Procedures

### Travel Level Try-outs and team formation

#### Introduction:

HFC United will form teams to fill berths in the MYSA League. Playing level is based on regular season standings from the previous season, according to MYSA rules. There is no limit on the number of C3 teams that can be formed for any age group.

All teams from the previous year are considered by the club to be dissolved upon completion of the summer season.

#### **Player Evaluations and Team Formation:**

Please see the separate Player Evaluation and Team Formation policy.

#### **Travel Coach Selection:**

The selection of coaches shall be the responsibility of the HFC United board. If a board member is applying for a coaching position they shall be excluded from the discussion for that team.

#### Guidelines:

- A) Coaching candidates need to fill out a coach information sheet to be considered for a coaching position.
- B) Team selection will be completed prior to coaches being assigned to teams.
- C) Head coaches will be selected by the Board. The head coaches will generally choose an assistant based on recommendations of the Board. The Board reserves the right to appoint co-coaches when it is deemed necessary. D)  
Some of the criteria used in selecting coaches are:
  - o Past performance within the club, including filling out player evaluations every season.
  - o Previous soccer coaching experience, certification or license and training.
  - o Willingness and ability to follow HFC Coaching philosophy.
  - o Coaching skills.
  - o Strong verbal communication skills.
  - o Recommendations from knowledgeable sources.
- E) All coaches and assistant coaches are required to complete an HFC United training session or sign a risk management waiver.
- F) All coaches and assistant coaches are required to complete a background check. This will be administered by the club's Risk Manager.
- G) Head coaches may select a parent to be the team manager. Team managers are also required to complete a background check.

#### **Discipline:**

- A) All players, parents and coaches are required to sign a Code of Conduct form.
- B) If a player or coach violates the Code of Conduct they may be suspended from the club if the Board deems necessary.
- C) If a parent violates the Code of Conduct they may be suspended from the club and asked to no longer attend games.
- D) Any player using chemicals shall be subject to disciplinary action up to and including permanent suspension. MSHSL rules will be used as a guideline.
- E) A panel will be appointed by the board to review all reported infractions and determine disciplinary action to be taken.

#### **Playing Time:**

- A) Equal playing time is NOT a requirement for competitive players ages U11-U19.
- B) Poor practice or game attitude or poor effort may result in reduced game time.
- C) Missing practices may result in reduced game time.

- D) U9 and U10 are considered developmental leagues so players shall have equal playing time over the season.
- E) There shall always be equal playing time for recreational players.

#### **Volunteer Time:**

Each competitive and rec plus family is required to complete a specific number of hours of volunteer time per year, as determined by the board. This time is coordinated and tracked by the Volunteer coordinator.

#### **Evaluation Forms:**

- A) Team managers shall distribute available program evaluation forms to all participating families before the season ends.
- B) Returned forms shall be used by the Board as a tool for program enhancement and coaches' development.
- C) Travel coaches are required (and recreational coaches are strongly encouraged) to fill out evaluation forms on each of their players every season. These will be used to help with team placement the following season.

#### **Registration & Fees:**

##### **A) Registration**

Registration for summer and fall seasons will occur after player evaluations each season. Players will have the option to register for fall, summer, or both seasons.

All traveling players are encouraged to register within 5 days of teams being announced (see the player evaluation policy for more information regarding team announcement). This is the only way HFC can ensure we have teams in place with minimal roster adjustments as the season approaches. Any player not registered within the 5 day period risks losing their roster spot on an HFC team.

Being registered on time will also ensure you receive communications from HFC during the winter months and will allow coaches to conduct winter training sessions with their team.

##### **B) Payment Options for Spring Registration**

Anyone registering within the 5 day period will be allowed to select a payment plan versus paying in full (players only playing the fall season must pay in full at the time of registration).

Those selecting a payment plan will be required to enter bank or credit card information to set up recurring payments. Also, a \$15 fee will be applied to the total registration cost for those selecting a payment plan (paying in full does not incur the \$15 fee).

The payment plan will allow participants to make 5 equal installment payments, with the first being due at registration. The subsequent payments will be collected monthly beginning January 1<sup>st</sup>.

#### **Non-Sufficient Fund (NSF):**

A fee of \$20 shall be charged for non-sufficient funds checks, in addition to paying the original check amount.

#### **Financial Aid:**

- A) HFC United encourages all children to participate in the sport of soccer. Through donations, fundraising efforts and late fees HFC is prepared to help players with financial assistance for registration.
- B) To be considered for assistance the parent or guardian is required to file an application with HFC. Once received the HFC Treasurer and President will review and determine the level of assistance based on need. Assistance can range from partial to full assistance.
- C) Families requesting assistance will still be required to fulfill their volunteer hours or pay the non-volunteer fee.
- D) HFC United considers applications for financial assistance to be a serious and legal matter. The information will be kept private. Signing of the assistance application will certify that the information provided is correct and gives HFC permission to verify the information.

#### **Refunds:**

- A) If HFC United is unable to provide a team for a player a full 100% refund will be given.
- B) In the travel program:

- (1) If a refund request is made for any reason prior to the registration deadline for the season which the player is registering, a full refund, less either a \$25 administration fee, or the tryout fee, whichever is greater, will be made.
  - (2) Once team placement has been announced a player has 48 hours to make a written request to the Traveling Director for a refund. A partial refund of 50% will be issued.
  - (3) No refunds will be issued after the MYSA roster registration deadline for the season.
- C) An appeal for a partial or full refund may be made to the HFC United Board, especially for extenuating circumstances such as injury or a move out of the area.

**Player Release:**

- A) Once teams are formed and the player has committed to playing, that player will be registered with MYSA as an HFC United player.
- B) If a player desires to play with another club after committing to HFC, he or she must obtain approval from both HFC and MYSA before a transfer may occur.
- C) MYSA rules will be followed when determining if a player can be released or not.

**Uniform Ordering Policy:**

HFC will not be liable for any costs incurred by individuals who fail to follow these guidelines.

All traveling players must order jerseys from the vendor specified by HFC. This will ensure we meet MYSA guidelines regarding uniforms. Jersey kits consist of one home jersey, one away jersey, one pair of shorts and one pairs of socks. Prior to ordering jerseys, players must ensure the number they are requesting is available by checking with the uniform coordinator. Not confirming a number's availability may result in the need to purchase another set of jerseys.

- A) Players will have the ability to select a jersey number based on the following criteria:
  - Jersey numbers cannot be repeated on a team.
  - Jersey numbers cannot be repeated within a birth year (we cannot have two players born in the same year wearing the same number).
- B) First year HFC traveling players (regardless of age group):

All players born in an odd numbered year must select an odd numbered jersey, and players born in even numbered years must select an even numbered jersey. Number availability will be determined by birth year and team placement. Players may not elect a number that is in use by another player in their same birth year or on their same team. Uniform numbers will be issued on a first come first served basis, based on the above criteria.
- C) Returning HFC traveling players:

Returning players are encouraged to follow the odd/even birth year rule when selecting their jersey number. Players who elect to deviate from that process may be forced to order jerseys if a situation arises where duplicate numbers appear on one team. This includes, but is not limited to, when HFC is forced to combine age groups in order to field a team. Prior to ordering jerseys with a number that does not match the odd/even criteria, parents will be required to acknowledge that they are responsible for obtaining a new jerseys with a unique number if a situation arises where their child's jersey number is the same as another team members. If two age groups merge, jersey number priority will be given to the player whose jersey number matches the odd/even birth year criteria. The player who elected to choose a number outside of this criteria will be required to obtain new jerseys (home and away). Parents/player acknowledge that any financial burden of obtaining new jerseys will be their sole responsibility and not that of HFC.

NOTE: When the club is ordering new jerseys, players who attend a try on session must select a number within the odd/even birth year rule. After a specified deadline (typically when the online store opens), players wishing to select a number not aligning with the birth year rule must submit an email requesting a different number and acknowledgment that they understand they may be required to purchase a new set of uniform shirts based on this policy.

**Stipends for Coaches:**

A stipend may be given:

- A) To non-parent coaches - If a coach does not have a child on the team they are coaching they are considered a non-parent coach. As such they could receive a stipend approved by the board, to be paid directly to the coach at the end of the season.

- B) To a parent head coach of multiple teams. As such they could receive a stipend approved by the board, to be paid directly to the coach at the end of the season.

**Grievances:**

It is the intent of HFC United to ensure satisfaction and benefit to its members. Any questions or concerns should be dealt with immediately to clarify any misunderstandings or eliminate any potential problem areas. Questions should be directed to the responsible Director or any HFC United Board Member.

- A) Grievances or disputes should be settled in the following order:

- Involved coach(es)
- Responsible director
- HFC United Board
- MYSA District Director

- B) If a grievance involves the child of a Board Member, or coach that individual shall remove them self from the situation.