



Prince William Courage Financial Policies

OVERVIEW

Prince William Soccer, Inc. (PWSI) has established these Financial Policies to guide the decision-making process of our staff based on the following principles:

- Provide clarity to the membership on the financial commitment upon the acceptance of membership
- Safeguard the financial stability of the organization by adhering to sound business controls
- Outline the policy and procedure for refund requests or payment relief
- Ensure fairness and consistency for our membership

Each program – Grassroots, Competitive, Developmental – have their own policies and are laid out in this document. Any program not specifically covered within these policies will be determined by the Executive Director or Board of Directors.

These policies shall not replace meaningful communication between the family and club toward a successful resolution of fees.

These policies do not cover “force majeure” or any circumstances outside our control. The PWSI Executive Director and/or Board of Directors may implement temporary or emergency measures to address such circumstances.

PWSI reserves the right to adjust these policies at any time.



SECTION 1: GRASSROOTS PROGRAM

INTRODUCTION

PWSI defines its Grassroots programs (recreational) as any program with a player placement based on registration and no identification or selection process. PWSI offers multiple registrations within the grassroots program, each with a seasonal league – Fall and Spring.

For information on each program, visit the website for the most up-to-date calendar and fee structure.

I. PLAYER AND FAMILY COMMITMENT

Grassroots programs generally participate with 1-2 practices and 1 game each week over an 8-10 week period. Due to the nature of team formation, once a player has been placed on a team, he or she may necessarily take an opportunity from another player, who would be placed on a waiting list.

II. FINANCIAL COMMITMENTS AND OBLIGATIONS

Once a player has been placed on a roster, he or she is committed to the season. Roster placement begins eight (8) weeks prior to the first game and is used for the commitment date for the season.

PWSI has invested more than \$10M in facility development, including the installation of lights and turf. A portion of fees is designated for those commitments. Although players in the Grassroots Programs are not assessed an additional field usage fee, families are welcome to support the Capital Campaign to continue our facility development plan.

Fees DO NOT include game uniforms or required equipment (e.g. shin guards, appropriate shoes). Game uniforms may be used for future seasons.

III. VOLUNTEERING

PWSI Grassroots Programs are largely run by volunteers. All coaches and assistant coaches are non-paid positions, although coach education may be reimbursed. Coaches may receive up to \$20 credit toward registration fees for their son or daughter, which is credited or refunded at the end of the season.

There are no required volunteer hours for Grassroots Program members.

Community Service Hours

As a nonprofit organization, PWSI may reward a player and his/her family members with community service hours for volunteer hours.

IV. FEE PAYMENT PROCESS

Registration fees are paid by credit card through the PWSI website. Payment for players placed on a wait list is only processed once placed on a team.



All credit card payments incur a service fee of 2.8% + \$0.65, which may be avoided with payment by check or cash sent or brought to:

Prince William Soccer
c/o Howison Homestead Park
14716 Minnieville Road
Woodbridge, VA 22193

Early-Bird Discount

PWSI may, at its discretion offer an early registration discount. This discount may be changed or discontinued at any time, for any reason. However, players that are appropriately registered and paid during the discount period are considered registered and fully paid for that season regardless to future changes to future fees.

Late Fees

PWSI will publish all deadlines for on-time/regular registration, as well as the date and amount of any late fee, generally within eight (8) weeks of the start play. Players who register and pay during the late fee period may be placed on a wait list if a particular age group is full. If a player is accepted, the registration fee will be processed.

Late fees may be waived at the sole discretion of the Program Director for families moving into the area and any other appropriate reason.

V. NON-PAYMENT

Players will not be placed on a Grassroots Program roster until all applicable fees are paid for the season.

VI. GENERAL REFUND POLICY

As outlined above, registration for a PWSI program is a commitment to a seasonal league – Fall or Spring. As such, refunds and/or credits for Club Fees will only be considered as shown below:

Voluntary Withdrawal

Any player who requests to be removed from a grassroots program, at least eight (8) weeks prior to the start of the season, is entitled to a refund of the player fee paid, minus an administrative fee.

Serious Injury or Illness

Any player who suffers an injury that prevents them from continuing to play may be entitled to a prorated refund of the player fee. A doctor's written certification of the injury must accompany the refund request and must be submitted within one week of the injury. Injuries that occur after the first four weeks of the season are not eligible for refunds.

Player Relocation

Any player who relocates outside the league area may be entitled to a prorated refund of their player fee. Moves that occur after the first four weeks of play are not eligible for refunds. To qualify as a relocation



refund, the new distance to the Club must be more than what is reasonably expected to commute to a recreational soccer program.

PWSI Inability to Place a Player

If the Club is unable to place a registered player in the program, the entire player fee will be refunded to the player and the administrative fee may be waived.

Refunds/Credit for Suspension of Play due to Environmental Factors

In the event any season is disrupted by a suspension of play due to environmental factors outside the Club's control (i.e. weather, health pandemic, Acts of God, etc.), PWSI will make its best effort to make-up any lost playing time. If the disruption becomes significant and play cannot be made up, the Board of Directors will take into consideration all expenses incurred prior to determining any appropriate refund or credit.

Denied Refund Requests

PWSI recognizes the time and financial commitment associated with participation in the program. However, the follow items are not eligible for a refund request:

- Voluntary withdrawal inside of eight (8) weeks
- Playing time (Grassroots programs require a minimum of 50% playing time)
- Family vacations/celebration or personal travel
- Outside camps or other sport participation
- Player performance or "workload"

Refund Request Process

Refund requests must be submitted on the Refund Request Form and submitted to the Program Administrator. Refunds will generally be provided in the same manner in which payment was made and by check if payment was made via cash or e-check. If payment was made by credit card, refunds will appear on your credit card statement as a credit.

All refund requests will be assessed a \$25 administrative fee. Players are not entitled to a refund or return of uniforms. Please allow 7-10 days for staff to review your request.

VII. PLAYER MOVEMENT BETWEEN PWSI TEAMS DURING THE SEASON

Player Movement – Grassroots to Competitive

PWSI may provide an opportunity for a current player to move from a Grassroots Program to a Competitive Program in the best interest of the player. These decisions, made in the conjunction with the player and his/her family, may take into consideration return-to-play from long-term absence and/or developmental needs of the player.

In this case and because registration fees in the Grassroots Program are traditionally less than Competitive, Competitive Fees will be prorated the difference between the two programs.

Player Movement – Competitive to Grassroots

In rare cases, PWSI may provide an opportunity for a current player to move from a Competitive Program to



a Grassroots Program in the best interest of the player. These decisions, made in the conjunction with the player and his/her family, may take into consideration return-to-play from long-term absence and/or developmental needs of the player.

In this case and because registration fees in the Grassroots Program are traditionally less than Competitive, Competitive Fees will be applied to the Grassroots and a credit or refund may be provided.

VIII. FINANCIAL ASSISTANCE

PWSI believes that no deserving player should be restricted from participation based solely on the ability to pay. Our Financial Assistance Policy aims to support players and families regardless of race, economic status, or physical limitations as is available by application.

PWSI Grassroots no longer accepts County School Lunch letter for discount/scholarship. Players are encouraged to register during the early-registration period for reduced fees.

Requests for reduced fees may be considered by the Program Director on a case-by-case basis.



SECTION 2: COMPETITIVE PROGRAMS

INTRODUCTION

PWSI defines its competitive programs as any program with a player identification and selection process. PWSI offers multiple programs within the competitive program, each with a seasonal year commitment (July-June).

For information on each program, visit the website for the most up-to-date calendar and fee structure.

I. PLAYER AND FAMILY COMMITMENT

Acceptance into a competitive program assumes a substantial commitment of resources, both financially and in the amount of time required to participate. Because membership in PWSI Select and Classic is determined through an identification process with limited availability, acceptance of a position within the club necessarily eliminates the opportunity for another potential player.

At its core, the policy states that upon accepting a position to join PWSI, a player and his/her family are agreeing to fulfill all financial commitments for that position for the entire seasonal year (July-June). Financial obligations of PWSI for the year are incurred, with many expenses paid early in the season or in advance.

Except in very rare circumstances, a decision to leave the team at any time during the seasonal year does not absolve one of the Club Dues and will result in forfeiture of all fees paid.

The full 'PWSI Commitment Policy' policy is available on the website or upon request.

II. FINANCIAL COMMITMENTS AND OBLIGATIONS

Acceptance of an invitation to join PWSI, requires an initial payment, the amount of which is published in advance of any offer.

All fees are invoiced and collected by PWSI directly to cover the cost of participation. Fees should not be paid to coaches or team managers and teams shall not have external bank accounts.

PWSI Club Fees: Registration fee covering fixed costs and/or expected expenses associated with participation for the seasonal year (July-June). This standardized fee covers:

- PWSI club leadership, administration, management and coaching expenses
- League registration fee(s)
- Risk management (background checks) for staff and chaperones
- Selected tournaments/events as outlined on Team Information Sheet (subject to change)
- Coaching travel to non-team travel events
- US Club Soccer/US Youth Soccer player card and insurance
- Prince William County Fee
- Team training/meetings



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- Athletic Trainer for selected home games (when available)
 - Referee & Assignor fees
 - Goalkeeper training

PWSI Team Fees: Fees covering costs associated with player participation for the seasonal year (July-June) not covered in the 'Club Fees'. For planning purposes, expected events are published on the website in the Team Information Sheet with events covered by Club Fees clearly identified. Team Fees are estimated at the beginning of the season and invoiced at approximately 75% of the expected fee in August. Each event will be invoiced at the remaining amount once final expenses are confirmed. This supplemental and variable fee is unique to each team and covers:

- Facility development fee – standard fee published in advance of the season
- Application fees and coaches travel expenses for additional tournaments or events selected by staff
- Team events/functions

Fees DO NOT include game uniforms or required equipment (e.g. warm-ups, backpacks), which are purchased on a two-year cycle or training jerseys purchased annually.

III. VOLUNTEERING

PWSI hosts several tournaments and events throughout the year aimed at providing appropriate competition and exposure as well as develop revenue streams to offset Club Fees. Support and assistance of these events is critical to their overall success.

Up to five (5) volunteer hours per player are built into the financial projection of the program and therefore expected as part of the commitment to join the organization.

Community Service Hours

As a nonprofit organization, PWSI may reward a player and his/her family members with community service hours for volunteer hours.

Failure to Fulfill Obligation

Any member unable to fulfill volunteer hours may be access a fine in the amount of \$50 per hour up to a maximum of \$250.

IV. FEE PAYMENT PROCESS

PWSI has standardized the payment process for all invoices.

All credit card payments incur a service fee of 2.8% + \$0.65, which may be avoided with payment by check or cash sent or brought to:

Prince William Soccer
c/o Howison Homestead Park
14716 Minnieville Road
Woodbridge, VA 22193



PWSI Club Fees

Acceptance of a position in PWSI requires an initial payment as outlined in the Team Information Sheet.

Option 1: Payment in full. All Club Fees paid in full are not access the credit card service fee.

Option 2: Initial payment plus monthly payments as outlined in the payment schedule (July-January).

PWSI Team Fees

Option 1: Invoices may be paid in full at any time.

Option 2: Invoices for team fees up to \$250 will be scheduled over two (2) months; \$251-\$500 over three (3) months; and over \$501 over four (4) months.

V. NON-PAYMENT

It is the responsibility of the player's family to ensure forms of payment in their Sports Engine account are viable and up to date. Lost, stolen, expired, or otherwise denied credit cards are the family's responsibility to report and update.

Any player whose family is more than **45** days behind in payment of Club Fees or Team Fees may be suspended from play – including all practices, games, tournaments, and events. Any player whose family is not current on payments at the end of their season will be unable to participate in end-of-season events and ineligible for try-outs or financial assistance in the following season.

The player is eligible to return once all invoices are made current or upon written authorization of the Executive Director.

Failure of PWSI to communicate an outstanding balance does not absolve the member of non-payment of fees.

VI. GENERAL REFUND POLICY

As outlined above, acceptance of a position with PWSI is a commitment to a full seasonal year (July-June). As such, refunds and/or credits for Club Fees will only be considered as shown below:

Serious Injury or Illness

Any player who sustains a serious injury lasting more than two (2) consecutive months in duration across the August through May timeframe will be entitled to a refund equal to 15% of their annual Club fee, if no training or game participation has occurred during this period of time. Eligible players missing two separate periods of more than two (2) consecutive months of play during the August through May timeframe will be entitled to a refund equal to 30% of their annual Club fee. Under no circumstances will an injured Player be entitled to a refund or credit greater than 30% of their annual Club fee.

Initial notification of an injury sustained during club activity must be sent with a doctor's certification within seven (7) days of the injury. Such certification along with a release to return to play order by the medical professional must accompany the refund request to be considered.

Player Relocation



Any player who relocates outside of the Northern Virginia area and has participated in less than one month in the program is eligible for a 75% refund/credit of their Club Fees. Any player who has participated in more than one month will receive a refund/credit of their club fees less 25% prorated against the league competition season.

Refunds/Credit for Suspension of Play due to Environmental Factors

In the event any season is disrupted by a suspension of play due to environmental factors outside the Club's control (i.e. weather, health pandemic, Acts of God, etc.), PWSI will make its best effort to make-up any lost playing time. If the disruption becomes significant and play cannot be made up, the Board of Directors will take into consideration all expenses incurred prior to determining any appropriate refund or credit.

PWSI Team Fees

A refund of Team Fees may not be possible due to expenses associated with the events. Players are expected to attend all training, games and events and as such are obligated to all team fees for the year with the follow exceptions:

- Written pre-approval of absence by Director of Coaching
- Not selected for a travel event roster at the discretion of the Head Coach

Denied Refund Requests

PWSI recognizes the time and financial commitment associated with participation in the program. However, the follow items are not eligible for a refund request:

- Voluntary withdrawal
- Playing time or game day roster selection
- Family vacations/celebration or personal travel
- Outside camps or other sport participation
- Player performance or "workload"

Refund Request Process

Refund requests must be submitted on the Refund Request Form and submitted to the Program Administrator. Refunds will generally be provided in the same manner in which payment was made and by check if payment was made via cash or e-check. If payment was made by credit card, refunds will appear on your credit card statement as a credit.

Please allow 7-10 days for staff to review your request.



VII. PLAYER MOVEMENT BETWEEN VDA CLUBS DURING THE SEASON

Player Movement – VDA to PWSI/VSA

VDA may provide an opportunity for a current player to move to a parent club (PWSI or VSA) either temporarily or permanently in the best interest of the player. These decisions, made in the conjunction with the player and his/her family, may take into consideration return-to-play from long-term absence and/or developmental needs of the player.

In this case and because parent club fees are traditionally less than VDA, VDA Club Fees will be prorated the difference between the two programs. The family will continue to pay fees to VDA and will not be invoiced by the parent club.

Player Movement – PWSI/VSA to VDA

VDA may provide an opportunity for a deserving player from PWSI/VSA to move to VDA either temporarily or permanently in the best interest of the player.

In this case and because parent club fees are traditionally less than VDA, the family will continue to pay fees to the parent club and be responsible for VDA Team Fees associated with remaining events. Based on the timing of the move, VDA may or may not prorate additional fees accordingly.

VIII. FINANCIAL ASSISTANCE

PWSI believes that no deserving player should be restricted from participation based solely on the ability to pay. Our Financial Assistance Policy aims to support players and families regardless of race, economic status, or physical limitations as is available by application.

Members may apply annually for financial assistance on Club Fees.

Eligibility

All players are eligible to apply. Qualification is based primarily of verified family income and may take into consideration extenuating circumstances as presented by the family and verified by the club. All families applying for assistance must submit income information for verification purposes.

Verification

All families applying for financial assistance must submit, for verification purposes only and to be handled confidentially their most recent income tax return and/or Medicaid documentation. PWSI no longer accepts Free or Reduced lunch documentation.

Assistance Awards

All forms with verified documentation submitted on or before May 31 of the upcoming season will be reviewed. Any applications received after May 31 will be reviewed in the order they are received.

Per the budget approval process, PWSI has a limited amount of funding available and may not be able to provide assistance to all that apply even if criteria for assistance is met.



Contribution

Players/families receiving financial assistance may be required to provide additional service hours to support the Mission of the organization. These hours may be within PWSI/VSA at the discretion of the Executive Director. Failure to comply with the additional hours may result in forfeiture of financial assistance.

Applying for Financial Assistance

The financial assistance application is available for download on the club website.

Player will not be awarded assistance without the initial payment. Any assistance awarded will be applied to all remaining Club Fees unless otherwise stated in the award letter.

Families that experience a mid-season change in financial circumstances (e.g. medical emergency, loss of job, divorce, etc.), or whose players are added to rosters late in the season for whatever reason, may subsequently apply for assistance.

All applications will be reviewed by committee with final decision sent to the applicant on an appropriate timeline.

The complete process and application are available on the website.



SECTION 3: DEVELOPMENTAL PROGRAMS

INTRODUCTION

PWSI defines its developmental programs as any program with a player registration for a developmental program not included in either Grassroots or Competitive. Examples currently include camps and clinics.

For information on each program, visit the website for the most up-to-date calendar and fee structure.

I. PLAYER AND FAMILY COMMITMENT

Each developmental program will provide an explanation of the financial and time commitment required to participate. Due to nature of staffing, player registration may impact the number of coaches required for an appropriate player to coach ratio.

II. FINANCIAL COMMITMENTS AND OBLIGATIONS

Once a player has registered and paid, he or she is committed to the program offering.

PWSI has invested more than \$10M in facility development, including the installation of lights and turf. A portion of fees is designated for those commitments. Although players in the Developmental Programs are not assessed an additional field usage fee, families are welcome to support the Capital Campaign to continue our facility development plan.

Fees DO NOT include required equipment (e.g. shin guards, appropriate shoes).

III. VOLUNTEERING

There are no required volunteer hours for Developmental Program members.

Community Service Hours

As a nonprofit organization, PWSI may reward a player and his/her family members with community service hours for volunteer hours.

IV. FEE PAYMENT PROCESS

Registration fees are paid by credit card through the PWSI website. Payment for players placed on a wait list is only processed once placed in the program.

All credit card payments incur a service fee of 2.8% + \$0.65, which may be avoided with payment by check or cash sent or brought to:

Prince William Soccer
c/o Howison Homestead Park



14716 Minnieville Road
Woodbridge, VA 22193

Early-Bird Discount

PWSI may, at its discretion offer an early registration discount. This discount may be changed or discontinued at any time, for any reason. However, players that are appropriately registered and paid during the discount period are considered registered and fully paid for that season regardless to future changes to future fees.

Late Fees

PWSI will publish all deadlines for on-time/regular registration, as well as the date and amount of any late fee. Players who register and pay during the late fee period may be placed on a wait list if a particular age group is full. If a player is accepted, the registration fee will be processed.

Late fees may be waived at the sole discretion of the Program Director for families moving into the area and any other appropriate reason.

V. NON-PAYMENT

Players will not be placed on a Developmental Program roster until all applicable fees are paid.

VI. GENERAL REFUND POLICY

As outlined above, registration for a PWSI Developmental program is a commitment to a program. As such, refunds and/or credits for Club Fees will only be considered as shown below:

Voluntary Withdrawal

Any player who requests to be removed from a developmental program at least seven (7) days prior to the start of the session, is entitled to a refund of the player fee paid, minus an administrative fee. Players are not entitled to a refund or return of uniforms.

Any player who requests to be removed from a developmental program, at least three (3) days prior to the start of the session, is entitled to a 50% refund of the player fee paid, minus an administrative fee. Players are not entitled to a refund or return of uniforms.

Players are not entitled to a refund for a voluntary withdrawal within two (2) days of the start of the session.

Serious Injury or Illness

Any player who suffers an injury that prevents them from continuing to play may be entitled to a prorated refund of the player fee. A doctor's written certification of the injury must accompany the refund request and must be submitted within one week of the injury. Injuries that occur after the first four weeks of the season are not eligible for refunds.

Player Relocation

Any player who relocates outside the league area may be entitled to a prorated refund of their player fee. Moves that occur after the first four weeks of play are not eligible for refunds. To qualify as a relocation



refund, the new distance to the Club must be more than what is reasonably expected to commute to a developmental soccer program.

PWSI Inability to Place a Player

If the Club is unable to place a registered player in the program or cancels the session due to lack of players, the entire player fee will be refunded to the player and the administrative fee may be waived.

Refunds/Credit for Suspension of Play due to Environmental Factors

In the event any season is disrupted by a suspension of play due to environmental factors outside the Club's control (i.e. weather, health pandemic, Acts of God, etc.), PWSI will make its best effort to make-up any lost playing time. If the disruption becomes significant and play cannot be made up, the Board of Directors will take into consideration all expenses incurred prior to determining any appropriate refund or credit.

Denied Refund Requests

PWSI recognizes the time and financial commitment associated with participation in the program. However, refunds are only provided for reasons outlined in this policy.

Refund Request Process

Refund requests must be submitted on the Refund Request Form and submitted to the Program Administrator. Refunds will generally be provided in the same manner in which payment was made and by check if payment was made via cash or e-check. If payment was made by credit card, refunds will appear on your credit card statement as a credit.

All refund requests will be assessed a \$25 administrative fee. Players are not entitled to a refund or return of uniforms. Please allow 7-10 days for staff to review your request.

VII. PLAYER MOVEMENT BETWEEN DEVELOPMENTAL PROGRAM

PWSI may provide an opportunity for a current player to move from one Developmental Program to another due to lack of registrations and/or in the best interest of the player. These decisions are made in the conjunction with the player and his/her family.

In this case and because registration fees between the Development Program may differ, an additional fee or refund of fees may be appropriate.

VIII. FINANCIAL ASSISTANCE

PWSI believes that no deserving player should be restricted from participation based solely on the ability to pay. Our Financial Assistance Policy aims to support players and families regardless of race, economic status, or physical limitations as is available by application.

PWSI Developmental Program Directors may provide financial assistance at their sole discretion and on a case-by-case basis.
