



# Loudoun Soccer

## Travel Financial Policy

### 2026-2027

Our Financial Policies have been established in order to:

1. Clarify the financial commitment undertaken by families in accepting a position on a Loudoun Soccer Travel team;
2. Ensure the ongoing financial stability of our Loudoun Soccer Travel teams;
3. Outline our refund policies and procedures.

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#### I. Fees

Players accepting a position on a Loudoun Soccer Travel team assume responsibility for fees to defray the costs associated with the program. The fees cover the expenses associated with ongoing programming, and must be collected in a timely fashion to ensure financial continuity for the Club and its teams.

##### Fees include, but are not limited to:

**Club Registration Fees:** Fee payable to Loudoun Soccer for the 2026-2027 seasonal year, covering coach compensation, field use, league fees, administrative expenses, referee fees, supplemental player insurance, background checks, etc.

**Uniform Fees:** Families purchase their players' uniform kits directly from our approved vendor. Custom Loudoun Soccer Travel uniform kits are updated every other year. 2026-2027 marks the second year of two-year cycle. Detailed uniform purchase information can be found on the Loudoun Soccer website.

**Loudoun Soccer Travel Team Fees :** Team fees are paid directly to the team, and cover costs specific to the team such as equipment, team events, tournament registration, coach travel, extra training sessions, field rental costs, administration, etc. Early in the season, the Team Treasurer will provide families with an estimated team budget, and will collect team fees on a payment schedule. At the end of each seasonal year, any excess team fees are refunded to the families. Money collected from team fundraisers or sponsorships [see Section X] belongs to the team and cannot be refunded to individual families. Returning players may transfer their balance due to the team account for the following seasonal year, or request a refund check. Players not returning to a Loudoun Soccer team will receive a refund check. Travel team fees are generally collected by the Team Treasurer, who manages the team accounting.

#### II. Financial Commitment

In accepting a position on a Loudoun Soccer Travel, a player and his/her family are agreeing to a financial commitment to that team for the entire seasonal year. Except in specific circumstances, players leaving the team before the end of the seasonal year are expected to pay Loudoun Soccer Travel Club fees in full without regard to when the player withdraws; as such, fees are a part of the team's overall budget for the year. Additionally, players are responsible for all team and tournament fees regardless of whether the player participates.

#### III. Club Fee Payment Schedules

Families joining a Loudoun Soccer Travel team may choose one of three payment options:

1. Payment in full at time of acceptance
2. Four-month installment plan. Loudoun Soccer Travel players must submit their first installment immediately upon acceptance to secure their spot. Remaining Club fees are split into 3 additional consecutive monthly installments, plus a \$10 service charge per month
3. Nine-month installment plan. Loudoun Soccer Travel players must submit their first installment immediately upon acceptance to secure their spot. Remaining Club fees are split into 8 additional monthly consecutive installments, plus a \$10 service charge per month

Second installment payments will be due on June 15; subsequent installments will be collected on the 15th of each month. These options may be subject to change for players joining after August 2026.

**Automatic Payment:** Payment information for families choosing an installment plan will be kept on file and automatically charged each month. Families are responsible for ensuring their forms of payment are viable and up to date. When a payment is declined, payment information must be updated in the account within five business days. Although the Club will make every effort to contact the family to provide a new form of payment, the burden is on the family to notify Loudoun Soccer of a lost, stolen, expired, or denied credit card.

**Multi-Payer Families:** Families that share expenses between multiple parties (e.g., separated and divorced families, shared custody situations, grandparents, friends, etc.) must designate a single primary party responsible for coordinating payments. Loudoun Soccer cannot collect fees from multiple sources.

#### IV. Penalties for Non-Payment

Because fees cover ongoing operating expenses, including coaches' salaries, families are expected to make payment in a timely fashion.

Any player whose account is more than two payments in arrears of **Loudoun Soccer Travel Club fees** will be contacted by the Club to make arrangements for payment. Players are expected to pay team fees promptly according to the schedule provided by the Loudoun Soccer Travel Program Manager.

Delinquent players may be suspended from play, including practices, games, tournaments, and events. Any player whose family is not current on payments at the end of the seasonal year will be unable to participate in end-of-season events and will be ineligible for placement for the following seasonal year.

In accordance with Virginia Youth Soccer Associations' (VYSA) policy approved in April 2012, players may be removed from the roster for failure to meet financial obligations, as outlined in the VYSA Registration Manual (5.27). If a player is removed for non-payment, or requests release from Loudoun Soccer but is in arrears, Loudoun Soccer will notify VYSA that a player's release has been denied pending payment of fees.

In extreme cases where a family fails to make team fee payment, Team Treasurers must recalculate team fees, with the outstanding balance divided evenly among the remainder of families on the team.

#### V. Refund Policy

Any player meeting one of the criteria below may be eligible for at least a partial refund of Loudoun Soccer Travel Club fees. (Refunds of team fees may not be possible, as team finances are budgeted against a certain number of players on the roster; families should consult with the Loudoun Soccer Program Manager regarding any potential refund of team fees.)

**Team Viability:** In the unlikely event a player has accepted an invitation to join a Loudoun Soccer Travel team, and has paid some or all of his/her annual Club fees, and due to an inability to form a full roster the team is disbanded, the player is entitled to a 100% refund of their Club fee payment. Fees may be adjusted if some services have been provided (e.g., if the team received training prior to disbanding).

**Serious Injury or illness:** Any player who incurs a serious injury or illness lasting more than three consecutive months between August and May will be entitled to a refund equal to 15% of their annual Club fee, assuming the player does not train or participate in games during this time. Eligible players missing two separate periods of more than three consecutive months of play between August and May will be entitled to a refund equal to 30% of their annual Club fee. Under no circumstances will a player be entitled to a refund greater than 30% of their annual Club fee. In requesting a refund due to injury or illness, families must provide a doctor's note.

**Family Relocation:** Player families who relocate outside of the Northern Virginia league area prior to October 1 will be entitled to a refund of 30% of their annual Club fee. Players relocating after October 1 will not receive a refund. Exceptions may be considered on a case-by-case basis upon review by the Club.

**Any player submitting a refund request due to injury, illness or relocation will be removed from the team roster when the refund request is received. Thus, players who wish to continue to attend team events and return to the team should not apply for a refund.**

Loudoun Soccer occasionally moves players between teams during the seasonal year. If an intra-Club move is made, pro-rated Club fees will be payable/refundable if the annual cost of the new team differs from that of the original team. Balances can be paid at once or added to any remaining payments on an existing schedule.

While Loudoun Soccer acknowledges that families may have other priorities that supersede their player's soccer schedule, no refunds will be made for missed events.

Similarly, because the majority of Club expenses are committed regardless of individual field closures, missed games or practices due to inclement weather or other causes beyond the control of Loudoun Soccer are not subject to a refund. Although the Club will make all reasonable efforts to find alternate locations for and/or reschedule cancelled games or major events, in most cases, the coach and/or the Club are not obligated to make up cancelled practice sessions.

#### VI. Refund Request Procedure

All refund requests for Loudoun Soccer must be submitted in writing by one of the player's parents. Completed refund requests should be submitted as follows:

Requests should be addressed to the Loudoun Soccer Technical Director John O'Hara (johara@loudounsoccer.com) and copying the CSO Daryn Patricio (Daryn.Patricio@loudounsoccer.com) and the player's coach.

#### VII. Financial Assistance Program

Loudoun Soccer is committed to ensuring that all players have the opportunity to participate in our programs regardless of economic status. As such, Loudoun Soccer offers Financial Assistance to help qualified families offset Club fees. Financial assistance awards are for a single seasonal year, and must be applied for annually. Financial assistance covers Club fees only; families receiving financial assistance are expected to pay (reduced) uniform fees (if required) and team fees.

To receive financial assistance, several qualifications must be met:

**Eligibility:** Because qualification is based primarily on family income, all families applying for assistance must submit income verification documents.

**Thresholds:** For the 2026-2027 seasonal year, the eligibility threshold will be an annual gross family income of \$65,000 or less. For families who exceed the family income threshold, other factors, such as unemployment or financial hardship will be considered and must be detailed in the financial assistance application.

**Verification:** All families applying for financial assistance must submit copies of one of the documents below. (Loudoun Soccer reserves the right to request additional information.)

1. Free or reduced lunch documentation (prior year)
2. Medicaid card
3. Most recent 1040 Income Tax Return

Financial assistance funds are finite; qualifying families applying after the fund has been exhausted may be turned away despite their qualifications or application date. Families are therefore encouraged to apply early and completely for the best chance of receiving an award. Incomplete applications will not be considered until all required information and documents are received.

**Volunteer Service:** Families receiving financial assistance are expected to volunteer an additional number of hours each season. Failure to complete requested volunteer hours may result in suspension from team activities. Families and players unable or unwilling to contribute volunteer hours should not apply for financial assistance.

#### VIII. Financial Assistance Application

The financial assistance application form is available on the Loudoun Soccer travel webpages at loudounsoccer.com

For the 2026-2027 seasonal year, Loudoun Soccer Travel financial assistance applications must be submitted no later than 5:00 pm on Sunday, April 12, 2026.

Players seeking financial assistance must be registered for Loudoun Soccer Player Placement for the 2026-2027 seasonal year. Players may submit paperwork prior to receiving an offer for a Loudoun Soccer Travel team; however, the final evaluation process will not begin until the player receives an offer.

Loudoun Soccer will review all completed applications and will award financial assistance within 15 days of the application deadline. As noted above, funds are finite, so families are encouraged to apply as early as possible for their best chance of an award.

Families that experience a mid-season change in financial circumstances, or players added to rosters late in the season may notify the Club and submit a financial assistance application after the deadline, as funds may remain available after the initial application period. Eligibility, threshold, verification, and contribution conditions are the same as outlined above.

Notification of the committee's decision will be sent to the applicant via email, with instructions for accepting any award. Awards must be accepted and any initial payment made within 10 days of receipt of the offer. After this deadline, the award may be offered to another qualified player. In the event a player has already accepted and made initial payment, any approved amount can be credited to the player's account.

Please note that financial assistance awards are made on a sliding scale. Completed applications, including all documents, should be emailed to:

**travelinfo@loudounsoccer.com**

Incomplete applications will not be considered until all information and documents are received.

**IX. Multi-Player Family Discounts**

Since Families with multiple Loudoun Soccer players experience significant associated costs, Loudoun Soccer waives the Club fees for the fourth (or more) player in a family. The waiver applies to the family member with the lowest Club fees, and does not include the Loudoun County Parks and Rec fee. Qualifying families should contact [kate.murphy@loudounsoccer.com](mailto:kate.murphy@loudounsoccer.com) for assistance. Please note, there is no discount available for any portion of a player's team or uniform fees.

**X. Team Fundraising**

Teams may wish to fundraise to help defray team fees. While teams are encouraged to fundraise through restaurant nights and similar events, please contact the Loudoun Soccer Travel Program Manager at [kate.murphy@loudounsoccer.com](mailto:kate.murphy@loudounsoccer.com) for approval. Teams interested in direct-to-team sponsorship from local businesses must also receive approval from the Loudoun Soccer Travel Program Manager, as such sponsorships may conflict with existing Club sponsors. Teams are not authorized to make or sell Loudoun Soccer logoed merchandise.

**XI. Reimbursable Coach Expenses**

Loudoun Soccer employs professional coaches and trainers as staff or subcontractors. Because the Club must report all wages, tips, and other compensation paid to an employee or subcontractor to the IRS, Loudoun Soccer teams and parents are prohibited from paying any coach or trainer directly for services beyond those specified herein. Extra sessions beyond those scheduled in any season must be booked and paid for through the Club. Please contact Kate Murphy ([kate.murphy@loudounsoccer.com](mailto:kate.murphy@loudounsoccer.com)) for booking information.

While teams are generally forbidden to make direct payments to the coach there are exceptions, which are enumerated below:

**Hotel Expenses:** Loudoun Soccer paid coaches are expected to stay in the same hotel, or a hotel of comparable cost, as their team. The team will reimburse the coach for the cost of the hotel room. The team will not reimburse the coach for miscellaneous personal charges.

**Meal Expenses:** When a paid Loudoun Soccer coach is attending a team tournament, Virginia National Championship Series, or League game outside the Baltimore, Winchester and Fredericksburg radius, the meal expense is limited to a maximum of \$75 per day, including taxes and tips. For international travel, the meal expense is limited to an amount considered reasonable and customary for each particular location, and should be agreed upon prior to travel. Daily limits cannot be rolled over to the next day.

**Personal Vehicle Use for Travel:** Loudoun Soccer paid coaches traveling to a team tournament, Virginia National Championship Series, or League game outside of the Baltimore, Winchester and Fredericksburg radius are eligible for vehicle or travel expense reimbursement. The team will reimburse the coach for the total miles driven in a personal vehicle at the IRS-standard mileage rates for the year. Road, bridge and tunnel tolls as well as parking fees will be reimbursed by the team provided receipts are submitted. Fuel, maintenance, and insurance costs will not be reimbursed when a personal auto is used for these purposes; these costs are included as components of the standard mileage rate. Loudoun Soccer is not responsible for damages to a coach's personal vehicle during such trips. Note: In the case of Club-sponsored bus trips, coaches are required to travel with the team to reduce travel expenses.

**Airline Travel:** When travelling by air, a coach is expected to book his/her ticket in coach/economy class. While the team will reimburse the coach for the price of the airline ticket, if the coach makes adjustments to his/her flight schedule for personal reasons and additional fees are incurred, the team will not reimburse the coach for the additional fees. If the coach prefers to travel to a distant tournament (e.g., Disney) by alternate means, the coach may request the cost of the airline ticket (at the lowest available fare) be paid to him/her directly, these funds to be applied to travel and meals during the trip.

**Rental Car:** If the team has traveled by air to a tournament, the coach may be reimbursed for a rental car. When renting a car, the coach should select a mid-size car, unless he/she will be transporting more than two individuals during the time of the tournament, at which time a full-size rental is permissible.

Coaches must submit travel reimbursement forms and all receipts to the Team Treasurer within 15 days of completing the trip. Original receipts should be provided where available.